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| Position description |
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| Position title: | Team Leader |
| Branch/Division/Team: | Community Operations and Practice Leadership | Statewide Disability and Housing Operations Group | Forensic Disability Services |
| Work location: | Various (hybrid working arrangements available) |
| Classification: | VPS5 |
| Salary: | VPS 5.1 $105,479 - $116,550 (plus superannuation)  VPS 5.2 $116,552 - $127,621 (plus superannuation) |
| Position reports to | Manager, Disability Justice Coordination |

# Role purpose

The Team Leader, Disability Justice Team provides leadership to a team of Disability Justice workers who provide support to people who have a disability and are involved in the criminal justice system.

## Department of Families, Fairness and Housing

The Department of Families, Fairness and Housing has a dedicated focus on the community wellbeing and the social recovery of Victoria.  The Department is working to deliver important work started before the pandemic, while building on opportunities it has presented to lead bold and innovative reform. We work to create equal opportunities for all Victorians to live safe, respected and valued lives. We lead policies and services dedicated to community wellbeing by empowering communities to build a fairer and safer Victoria. The Department includes Child Protection, Prevention of Family Violence, Family Safety Victoria, Homes Victoria, Housing and Disability and Seniors and Carers. The Department is also responsible for the key portfolios of Multicultural Affairs, LGBTIQA+ communities, Equality, Veterans and of offices of Women and Youth, enhancing the alignment with policy areas and portfolios focusing on the recovery and growth of our diverse communities. The Department also supports Victorian Disability Workers Commission and Respect Victoria. We are building an inclusive workplace that embraces diversity and difference. All jobs can be worked flexibly, and we actively encourage job applications from Aboriginal and Torres Strait Islander people, people living with disability, LGBTIQA+, veterans and people from varied cultural backgrounds.

## Forensic Disability Services

Forensic Disability Services within the Department of Families, Fairness and Housing operates under the *Disability Act 2006* and supports people with cognitive disability involved in the criminal justice system, who require specialist support and adapted intervention to address criminogenic needs.

The program operates alongside the broader justice and disability service system and other mainstream services, to address disability specific factors contributing to a person’s risk of offending.

The primary objective of forensic disability services is:

* enhance community safety by reducing the risk of reoffending among clients.
* foster clients’ independent living and enable them to achieve personal goals by improving their adaptive functioning skills and quality of life.

The services that make up the Forensic Disability Program are:

* Forensic Disability Statewide Access Services
* Disability Justice Coordination
* Forensic Residential Services
* Forensic Disability Clinical Services
* Youth Forensic Disability Clinical Services

**Disability Justice Coordination**

The Disability Justice Team provides coordination of supports and services to people with a disability who are involved in the criminal justice system. This includes:

* The development of court requested plans and reports under the *Sentencing Act 1991*, *Children Youth and Families Act 2005* and the *Crimes (Mental Impairment and Unfitness to be Tried) Act 1997.*
* Assisting people with a disability to meet the conditions of their orders, via linking them to appropriate treatment and support services.
* Tasks associated with the supervision of custodial and non-custodial supervision orders under the Crimes (Mental Impairment and Unfitness to be Tried) Act.
* Implementing bail and parole order conditions.
* Partaking in collaborative pre-release planning for adult and young offenders leaving custody.

Key accountabilities

**Operating at value range 1, you will**

Operating at value range 1, you will:

1. Lead a team in providing or contributing to authoritative and expert advice and recommendations consistent with organisational goals and values.
2. Manage the allocation of resources within and the outputs required of the work area to achieve service delivery goals and expectations. This includes allocating cases to disability justice workers and senior disability justice workers within the team according to expertise and capacity, with the more complex clients being allocated to senior disability justice workers.
3. Effectively supervise and provide leadership to a team of employees by:
   * + 1. leading and supporting individuals to achieve their potential and contribution to organisational goals and outcomes
       2. modelling behaviours integral to good people management and departmental values
       3. where relevant, managing and monitoring specific improvement objectives in annual improvement plans relating to the area of responsibility
       4. pro-actively building and maintaining positive relationships with peers and stakeholders across the organisation.
4. Oversee the support and services for clients involved in the justice system to ensure a comprehensive approach to decreasing the likelihood of the client reoffending. This role includes the oversight of the development of complex and advanced assessments, the implementation and review of justice based plans and reports, as well as goal-setting, monitoring progress, and referrals.
5. Operate as required by legislation and departmental standards and exercise the appropriate authorities and legal delegations pursuant to relevant legislation and other specific delegations and functions. This includes the oversight of programs and services and ensure an appropriate standard of care, supervision, safety and support is provided.
6. Manage, interpret and apply business plans and policies in own area of responsibility and provides advice to others on design and implementation issues.
7. Resolve complex operational problems and issues being experienced by team members.
8. Liaise with agencies such as the National Disability Insurance Agency, Disability Case Management Teams, Corrections Victoria, Youth Justice, Victorian Courts, policy and mental health services and a range of external agencies and service providers.
9. Attend, and support staff and clients in the Magistrates’, Children’s, County and Supreme Courts as well as the Victorian Civil and Administrative Tribunal.
10. Maintain prescribed registers, data bases, reporting systems and client records ensuring the need to adhere to matters of confidentiality and diversity within a sensitive environment.
11. Participate actively in professional development opportunities.
12. Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements.
13. Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's occupational health and safety (OHS) policies and procedures.
14. Demonstrate how the actions and outcomes of this role and work unit impact clients and the department’s ability to deliver, or facilitate the delivery of, effective support and services.

**Operating at value range 2, you will perform all the above together with increasing involvement to:**

1. Operate within increased level of autonomy and accountability in delivering within broad strategic directions.
2. Provide professional leadership and guidance.
3. Make decisions that establish precedents.
4. Manage stakeholders through effective negotiation and influence.
5. Manage cross-functional delivery of departmental policies and services impacted by sensitive and complex issues.
6. Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements.
7. Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's occupational health and safety (OHS) policies and procedures.

Key selection criteria

**Technical expertise**

1. Demonstrate awareness of criminal proceedings and the role of Disability Services in supporting offenders with a cognitive disability and experience within the various Courts and Tribunal settings.
2. Demonstrate experience and a willingness to work with a variety of offenders, both in the community and in custody, who have committed a wide range of offences.
3. A thorough knowledge of the Disability Act, modern trends in service provision to people with a disability and the implications for service delivery is expected.
4. Demonstrated awareness of the interface between the Disability Act and the:
   * Sentencing Act
   * Children, Youth and Families Act
   * Crimes (Mental Impairment and Unfitness to be Tried) Act
   * Serious Sex Offenders (Detention and Supervision) Act
5. Recognised experience and knowledge in the field of disability and ability to apply policies and processes to meet challenges of known or evolving disability support situations would be expected. This includes:
   * + 1. specialised and contemporary understanding of disability and an ability to apply this theoretical knowledge to client support
       2. knowledge of and skill with coaching and planning practices
       3. knowledge of complex conditions that impact on disability and the capacity to remain up-to-date with related developments.

**Knowledge and skills**

* Leadership: builds team commitment by demonstrating personal conviction; translates organisational strategy into meaningful long-term plans and objectives for own area of responsibility; motivates others to deliver against goals.
* People management: aligns team with the organisational values and goals through effective people management and modelling; maximises effectiveness by selecting, developing, managing and motivating a high performing team; clearly defines role expectations, monitors performance, provides timely and constructive feedback and facilitates employee development; ensures staff are effectively deployed through effective workforce planning practices.
* Service excellence: identifies and responds to clients’ underlying needs; uses understanding of the client or stakeholder’s organisational context to tailor services and ensure a high quality response; looks beyond the obvious to provide outstanding levels of service; constructively deals with service issues that arise in a timely manner; effectively manages risks to service delivery.
* Self-management: invites feedback on own behaviour and impact; uses new knowledge or information about self to build a broader understanding of own behaviour and the impact it has on others; understands strong emotional reactions and seeks ways to more effectively manage them

**Personal qualities**

* Decisiveness: makes rational and sound decisions based on a consideration of the facts and alternatives; makes tough decisions, sometimes with incomplete information; evaluates rational and emotional elements of situations; makes quick decisions where required; commits to a definite course of action.
* Developing others: actively seeks to improve others’ skills and talents by providing constructive feedback coaching and training opportunities; empowers others by investing them with the authority and latitude to accomplish tasks; appropriately delegates responsibilities to further the development of others.
* Drive and commitment: enthusiastic and committed; demonstrates capacity for sustained effort and hard work; sets high standards of performance for self and others; enjoys a vigorous and dynamic work environment.
* Teamwork: cooperates and works well with others in pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for others feelings and ideas, accommodates and works well with the different working styles of others, encourages resolution of conflict within the group.

**Qualifications**

* A full driver’s licence is required as this role may be required to travel to rural locations.
* A Bachelor of Social Work or other equivalent qualification appropriate to Public Welfare practice is highly desirable.

# Values and behaviours

The Department of Families, Fairness and Housing employees are required to demonstrate commitment to:

**The public sector values and behaviours** – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights.

**Recordkeeping** – The department is committed to good record keeping and requires all staff to routinely create and keep full and accurate records of their work-related activities, transactions and decisions, using authorised systems.

**Diversity** – The department values an inclusive workplace that embraces diversity and strongly encourages applications from Aboriginal people, people with disability, people from the LGBTQI+ community, and people from culturally diverse backgrounds.

# Important information

The salary range for this position is set out in Schedule C of the *Victorian Public Service Enterprise Agreement* 2020. For further information refer to [Department of Treasury and Finance](https://www.dtf.vic.gov.au/home) <https://www.dtf.vic.gov.au/home>).

Department policy stipules that salary upon commencement is paid at the base of the salary range for the relevant grade. An executive delegate must approve any above base requests. These will be by exception only or where required to match the current salary of a Victorian Public Service staff transferring at-level.

Individuals who have received a Voluntary Departure Package from a Victoria Public Service department/agency are ineligible for re-employment for a minimum of three calendar years from the date of separation.

Individuals who have received an Early Retirement Package (ERP) from a Victoria Public Service department/agency are ineligible for re-employment for a minimum of 12 months from the date of separation.

The department is a key emergency management partner and contributes significantly to Victoria’s emergency management arrangements. As part of a whole-of-government agreement, employees may be required to undertake training in emergency management and support functions during an emergency and may be redeployed to facilitate this need.

The department provides and maintains a safe working environment that does not risk the health of its employees.

# Pre-employment checks

All appointments require reference checks, national criminal records checks and pre-employment misconduct screening. Some positions also require a Working with Children Check and screening through the Disability Worker Screening List.

Applicants who have lived overseas in one country for 12 months or longer in the last ten years must provide an international police check from the relevant overseas police agency. Applicants can obtain a check through an organisation providing international police checks via an internet search.

Pre-employment checks may include checking whether an applicant’s name is on the Disability Worker Screening List. This incorporates:

* the Disability Worker Exclusion List which includes names of persons unsuitable for employment as a disability support worker in a disability residential service provided, funded or registered by the Department of Families, Fairness and Housing.
* the National Disability Insurance Scheme Quality and Safeguards Commission which has compliance and enforcement actions, including banning orders
* the Victorian Disability Worker Commission prohibition orders.

# COVID-19 Vaccination

The department strongly recommends (but does not mandate) that employees maintain their COVID-19 vaccination status in accordance with current [**ATAGI (Australian Technical Advisory Group on Immunisation) advice**](https://urldefense.com/v3/__https:/dffhinternalcomms.cmail20.com/t/y-l-pykfdk-idikkrlhur-y/__;!!C5rN6bSF!H6CXxDfLBvqg9rEgbXDpYWA3WTHZn2OnDJhKeq0kxH-ACrRChd8KszaSeb1LyWwAcRzC24ygBFEglV9-MxD2nlA3BC5C4uEEwWgG6qpjPw$), given their individual circumstances. As of June 2023, DFFH does not require evidence of COVID-19 vaccination status.

# Further information

For enquiries regarding the position please phone the contact on the position description. If you experience difficulties in applying online, please contact Workforce Services via email at [COPLWorkforceServices@dffh.vic.gov.au](mailto:COPLWorkforceServices@dffh.vic.gov.au)

DFFH values the contribution of all employees and fair and equitable treatment of all people is integral to all activities. As such, the DFFH offers reasonable adjustments for applicants with disabilities on request at [aboriginaldiversityinclusion@dffh.vic.gov.au](mailto:aboriginaldiversityinclusion@dffh.vic.gov.au)

For further information visit [‘About the Department’ on Department of Families, Fairness and Housing’](https://www.dffh.vic.gov.au/about) <www.dffh.vic.gov.au/about>.

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