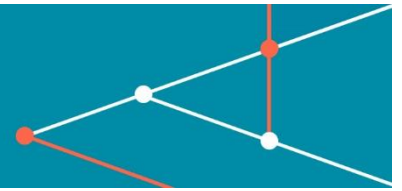


# Court Services Victoria

## Position Description



### Position Details

<b>Position Title:</b>	Koori Court Elder or Respected Person
<b>Position Number:</b>	Various
<b>Jurisdiction/Business Area:</b>	Magistrates' Court and Children's Court
<b>Unit/Branch:</b>	Koori Courts
<b>Classification/Grade:</b>	VPS 5
<b>Employment Status:</b>	Casual
<b>Position Reports To:</b>	Magistrates Court & Children's Court - Koori Court Team Leader
<b>Position Contact:</b>	Magistrates Court & Children's Court - Joanne Atkinson 7004 9802

### Organisation Environment

Court Services Victoria (CSV) is a public entity established by the Court Services Victoria Act 2014 to provide expert administrative support to Victoria's courts: the Supreme Court, the County Court, the Magistrates' Court, the Children's Court, and the Coroners Court, as well as the Victorian Civil and Administrative Tribunal and the Judicial College of Victoria.

The County Court, Magistrates' Court & Children's Court of Victoria are jurisdictions within the Court Services Victoria statutory authority and each has a long history of providing justice for the people of Victoria in metropolitan and regional courts across the state.

The Koori Courts aim is to reduce reoffending and over representation of Aboriginal and Torres Strait Islander people in the criminal justice system. Koori Courts support culturally appropriate referral pathways for and provides a culturally safe environment for the accused and their family. The Koori Courts sentences accused persons and has been established under the County Court Amendment (Koori Court) Act 2008, Magistrates Court Act 1989, Children's, Youth and Families Act 2005.

### Role Purpose

The Victorian Koori Court division is assisted by *Elder or Respected persons* who sit with the presiding Magistrate or Judge and provide cultural advice, addressing the underlying issues leading to the offending behaviour. The role of the *Elder or Respected persons* is to uphold the strong cultural and kinship values of their community, and talk about how offending behaviours impacts on their community.

Elders and/or Respected persons will be appointed to the relevant Koori Court division by the CEO Court Services Victoria. Elders and Respected persons will be assigned to a home court location consistent with their community.

### Key Accountabilities

As a Koori Court Elder and/or Respected person you will:

- uphold cultural values and support an accused person to uncover underlying issues that are impacting their behaviour
- provide assistance and advice to the presiding Judge/Magistrate on Aboriginal cultural and community matters;
- reinforce cultural values and perspectives of the Aboriginal community to the accused in relation to their offending behaviour;
- work with Koori Court staff, in particular the Koori Court Officer, to gain knowledge of the local services and programs available to Aboriginal accused;
- participate in Koori Court Reference Group meetings and Koori Court Conferences;
- attend ongoing training and professional development
- maintain and promote such standards of conduct that are likely to uphold the integrity and independence of the office of Aboriginal Elders and Respected Persons and the Koori Court Division.

### Key Selection Criteria

#### Specialist/Technical Expertise

- A demonstrated knowledge and understanding of the Victorian Koori community, both society and culture and the issues impacting on it.
- A demonstrated ability to communicate sensitively and effectively with members of the Victorian Koori community.

#### Capabilities

#### Level Descriptor

<p><b>2.1 Engaging with others</b>  <i>Ensures activities anticipate and respond to the needs and expectations of clients, jurisdictional officers, and other jurisdictions, while respecting jurisdictional independence.</i></p>	<p>A. Initiates activities that build and maintain relationships with clients and stakeholders.  B. Liaises effectively with others by building and maintaining relevant networks within CSV and with jurisdictions.  C. Considers critical client needs and expectations and applies appropriate expertise and responses to meet these.  D. Leads initiatives to improve client and stakeholder</p>
<p><b>1.4 Effective Communication</b>  <i>Communicates clearly and with influence; actively listens and responds appropriately to the audience.</i></p>	<p>A. Communicates in a manner that effectively conveys purpose and meaning.  B. Uses appropriate advocacy, motivation and negotiation techniques to influence and manage others.  C. Listens to understand requirements, and adjusts communication mode, style and message accordingly.  D. Delivers effective customised and targeted presentations to convey information, and present a case.</p>
<p><b>2.6 Developing others</b>  <i>Develops the capability and potential of others.</i></p>	<p>A. Works with individuals and teams to identify and address capability gaps and address development needs.  B. Provides regular, formal and informal feedback on individual and team capabilities and performance.  C. Encourages staff to take up development opportunities.  D. Delegates appropriately to generate development opportunities.  E. Shares knowledge with staff and creates opportunities for coaching and mentoring.</p>
<p><b>3.4 Analytical thinking and problem solving</b>  <i>Analyses and addresses issues and develops practical and sustainable solutions.</i></p>	<p>A. Conducts critical analysis of workplace issues to determine their scope, causes and impact.  B. Applies structured problem solving techniques to address workplace issues and deliver improved outcomes.  C. Applies experience and knowledge of work processes and practices to resolve complex issues.  D. Consults widely with clients and other stakeholders to fully understand and resolve service delivery problems.</p>

### Behaviours

<ul style="list-style-type: none"> <li>• <b>Service Excellence</b> Committed to delivering quality outcomes and services.</li> </ul>	<ul style="list-style-type: none"> <li>• Upholds high standards</li> <li>• Focused on meeting commitments</li> <li>• Dedicated to improving outcomes for clients, stakeholders and the work of courts and jurisdictions</li> <li>• Ensures services deliver public value</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Courage</b> Always acts in the best interests of CSV and the jurisdiction concerned</li> </ul>	<ul style="list-style-type: none"> <li>• Provides objective, frank and fearless advice within the organisation</li> <li>• Challenges inappropriate behaviours</li> <li>• Constructively challenges existing paradigms in pursuit of organisational growth and development</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Honesty</b> Principled and transparent in decision making and actions</li> </ul>	<ul style="list-style-type: none"> <li>• Acts in accordance with the values of the public sector at all times</li> <li>• Always behaves with integrity</li> <li>• Open, honest and objective in actions and decisions</li> <li>• Trusts in the judgement and intent of others</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Respect</b> Values others and respects difference</li> </ul>	<ul style="list-style-type: none"> <li>• Values diversity</li> <li>• Embraces a broad range of social, cultural customs values and beliefs</li> <li>• Inclusive and welcoming</li> <li>• Treats others fairly and equitably</li> <li>• Values and acknowledges the work and efforts of colleagues.</li> </ul>

### Role Dimensions (optional)

Travel may be required as part of this role.

**This is an Aboriginal Designated Position, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.**

**Confirmation of Aboriginality must be included when applying for the role.**

### Qualifications

N/A

### Important Information

The salary range for this position is set out in Schedule B of the *Victorian Public Service Enterprise Agreement 2020*.

Please refer to the Department of Treasury and Finance website ([www.dtf.vic.gov.au](http://www.dtf.vic.gov.au)) for further information.

Court Services Victoria (CSV) is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees. All appointments to CSV are subject to reference checks and National Criminal History Record checks. Some positions may also be subject to a medical check and/or Working with Children Check.

Please visit CSV website for important information on:

- Jurisdictions and business areas within CSV
- Privacy – how we use your information
- Health and safety.

Employees of CSV must comply with the Code of Conduct for Victorian Public Sector Employees, and CSV policies and procedures.

All appointments to CSV are subject to satisfactory reference checks and National Criminal History Record checks. Employees of Court Services Victoria are required to comply with any applicable directions of the Chief Health Officer in relation to mandatory vaccinations against COVID-19. It is a condition of any offer of employment that candidates agree to comply with any applicable direction or policy regarding mandatory vaccinations. Some positions may also be subject to a medical check and/or Working with Children Check.

Employees of Court Services Victoria are required to comply with any applicable pandemic orders, as well as any Court Services Victoria policy implemented by Court Services Victoria, in relation to mandatory vaccinations against COVID-19, unless an exemption applies. It is a condition of any offer of employment that applicants for vacant roles with Court Services Victoria agree to comply with any applicable pandemic order or policy regarding mandatory vaccinations. Some positions may also be subject to a medical check and/or Working with Children Check.

CSV has a firm commitment to increase participation of Aboriginal and/or Torres Strait Islander people across our workforce. Through our commitment to diversity and equality, we are actively engaged in promoting and maintaining a safe and inclusive work environment where all employees are respected, valued and supported.

Employees of CSV have access to a range of employment benefits and conditions, these include attractive salaries, flexible leave arrangements and training and development opportunities. Please see the [www.careers.vic.gov.au](http://www.careers.vic.gov.au) website for further information.