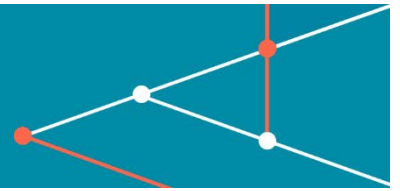


Court Services Victoria

Position Description



Position Details

Position Title:	Koori Court Elder or Respected Person
Position Number:	Various
Jurisdiction/Business Area:	County Court, Magistrates' Court, and Children's Court of Victoria
Unit/Branch:	Koori Courts
Classification/Grade:	VPS 5
Employment Status:	Casual
Position Reports To:	Jurisdiction Koori Court Unit Managers
Position Contact:	Koori Employment Consultant, Dhumba Murmuk Djerring Unit Eldersrecruitment@courts.vic.gov.au 0459 948 716

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 and provides a culturally safe environment for those appearing in Koori Court and their family. The Koori Courts sentences those appearing in Koori Court 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

Elders and Respected Persons work in Koori Courts, a division of the Children's, Magistrates' and County Courts that hears cases involving Aboriginal and Torres Strait Islander people who have pleaded guilty to a criminal offence.

Elders and Respected persons 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, community and kinship values and talk about how offending behaviours impacts on their community.

Elders and/or Respected persons are appointed to the relevant Koori Court division by the CEO of Court Services Victoria. Elders and Respected persons may be appointed to multiple jurisdictions and Koori court locations.

Key Accountabilities

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

- uphold cultural values and support to those appearing in Koori Court 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 those appearing in Koori Court in relation to their offending behaviour.
- work with Koori Court staff, particularly the Koori Court Officer, to gain knowledge of the local services and programs available to those appearing in Koori Court.
- 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 uphold the upmost integrity and independence of Elders and Respected Persons, Koori Courts, and Court Services Victoria.

Key Selection Criteria

Specialist/Technical Expertise

- A strong demonstrated knowledge and understanding of the Victorian Koori community, both society and culture and the impacting issues.
- A demonstrated ability to communicate sensitively and effectively with members of the Victorian Koori community.
- Recognised and respected by the Victorian Koori community as an Elder or Respected Person for your cultural knowledge, wisdom, and life experiences.
- Have significant ties with the Koori community in the location/s of the relevant Koori Court for which you are seeking appointment (minimum 12 months having resided in the community if you are not from that community).
- Have an understanding or willingness to learn about the criminal justice system and the requirements of Koori Court.

Capabilities

Level Descriptor

2.1 Engaging with others

Ensures activities anticipate and respond to the needs and expectations of clients, jurisdictional officers, and other jurisdictions, while respecting jurisdictional independence.

- 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 engagement within and across jurisdictions.

1.4 Effective Communication

Communicates clearly and with influence; actively listens and responds appropriately to the audience.

- 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.

2.6 Developing others

Develops the capability and potential of others.

- 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.

3.4 Analytical thinking and problem solving

Analyses and addresses issues and develops practical and sustainable solutions.

- 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.

Behaviours

• Service Excellence

Committed to delivering quality outcomes and services.

- Upholds high standards.
- Focused on meeting commitments.
- Dedicated to improving outcomes for clients, stakeholders and the work of courts and jurisdictions.
- Ensures services deliver public value.

• Courage

Always acts in the best interests of CSV and the jurisdiction concerned

- Provides objective, frank and fearless advice within the organisation.
- Challenges inappropriate behaviours.
- Constructively challenges existing paradigms in pursuit of organisational growth and development.

• Honesty

Principled and transparent in decision making and actions

- Acts in accordance with the values of the public sector at all times.
- Always behaves with integrity.
- Open, honest and objective in actions and decisions.
- Trusts in the judgement and intent of others.

• Respect

Values others and respects difference

- Values diversity.
- Embraces a broad range of social, cultural customs values and beliefs.
- Inclusive and welcoming.
- Treats others fairly and equitably.
- Values and acknowledges the work and efforts of colleagues.

Role Dimensions

Travel may be required as part of this role.

Koori Courts aims to achieve gender representation when appointing Elders and Respected Persons across all locations pursuant to 'special measures' of section 12 (3) of the Equal Opportunity Act 2020 (Vic).

Qualifications

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.

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) 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. Some positions may also be subject to a medical check and/or Working with Children Check.

CSV has a firm commitment through its Koori Employment Plan 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 website for further information.