

## Guardianship Administration Board

### Statement of Duties – June 2021

<b>Title</b>	Registry Clerk
<b>Number</b>	356873
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 3
<b>Division</b>	Corrections and Justice
<b>Full Time Equivalent</b>	1.0 FTE
<b>Output Group</b>	Guardianship Administration Board
<b>Branch</b>	Guardianship Administration Board
<b>Supervisor</b>	Registrar
<b>Direct Reports</b>	Nil
<b>Location</b>	Hobart
<b>Terms of Employment</b>	Fixed Term full time for a period of 12 months, 73.50 hours per fortnight. Some interstate and intrastate travel may be required.
<b>Position category and funding</b>	A012

## The Department of Justice

### Aim

A safe, fair and just Tasmania.

### Purpose

To support the Tasmanian Government to promote the rule of law by

- ensuring an effective, efficient and accessible justice system.
- protecting and respecting rights.
- improving laws.
- influencing positive behaviour and enforcing responsibilities.

Visit the [Department of Justice website](#) for more information.

## Divisional Information

The primary role of the Guardianship & Administration Board is to appoint guardians and administrators and administer other functions in relation to persons with a disability

Visit the [website](#) for more information.

## About the position

### Objective

This position contributes to the operation of the Guardianship and Administration Board (GAB) by providing administration support to the Registrar and handling basic telephone enquiries about matters falling within GAB's jurisdiction.

### Duties

- Provide a wide range of administrative duties for the efficient and effective delivery of services relating to the Guardianship and Administration Board including preparation for hearings, settling orders after a hearing, de-identification of statements of reasons and management of confidential client files, processing mail and maintenance of office equipment and supplies.
- Maintain registers including registering new applications, orders and statements of reasons, preparing correspondence to interested parties and inputting data to the case tracking system.
- Under direction from the Registrar, process accounts of the Board and assist with the preparation of financial reports as required.
- Maintain and update the Board's website including the design and redesign of basic forms and smart forms for use by staff and members of the public.
- To provide community education on the jurisdiction of the Board by monitoring and compiling information on the Board's website, maintaining an education calendar of events presented by the Board, monitoring community feedback to education issues and public information resources.
- Assist the Registrar with the processing of applications and instruments and the recording of decisions, post-hearing processes (e.g. notifications, production of reasons, reports and reviews) and complex enquiries.
- Provide executive support to the President and the Registrar.

### Level of responsibility

- The position is responsible to the Registrar and the President for the administration of pre-hearing and post hearing procedures as well as the coordination of the education calendar and materials offered by the Board.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.

### Direction and supervision received

- Position is supervised by the Registrar and the President.

## Selection criteria

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

1. Knowledge of and an ability to interpret the *Guardianship and Administration Act 1995*, and related legislation or the capacity to obtain that knowledge within a short period of time.
2. Demonstrated high-level communication and interpersonal skills, with the ability to exercise discretion, sensitivity, initiative, flexibility, and confidentiality. To work enthusiastically and effectively both individually and as a member of a team, and the ability to liaise effectively with clients, service providers, Board members and staff at all levels.
3. Ability to manage competing deadlines in a high volume work area, and to plan, organise, and set priorities in an environment subject to work pressures and change.
4. Demonstrated sound administration and organisational skills including an understanding of account processing and file management within an office environment.
5. Demonstrated experience in the use of information technology including word processing and data input, and an ability to adapt to new technology and procedures as required.
6. An understanding of, and commitment to, the principles of workplace diversity and workplace health and safety, particularly as they relate to sensitive working environments and in dealing with clients with complex needs.

## Working environment

Employment in the State Service is governed by the *State Service Act 2000*. Both employees and officers are required to uphold and comply with the State Service Principles (Section 7) and the Code of Conduct (section 9).

Department of Justice state service employees:

- treat all users of our services with respect and courtesy;
- listen to what users of our services have to say;
- personalise services to the needs and circumstances of each user of our services where practical;
- always do what they say they are going to do, or update the appropriate people promptly if things change, offering an explanation for the change;
- respond to enquiries promptly and efficiently; and
- consult the public and users of our services about their service needs.

The minimum standard of behaviour expected of all Department of Justice employees is to:

- Consider people equally without prejudice or favour.
- Act professionally with honesty, consistency and impartiality.
- Take responsibility for situations, showing leadership and courage.
- Place the public interest over personal interest.
- Appreciate difference and welcome learning from others.
- Uphold the law, institutions of government and democratic principles.
- Communicate intentions clearly and invite teamwork and collaboration.
- Provide transparency to enable public scrutiny.
- Be fiscally responsible and focus on efficient, effective and prudent use of resources.

Further information about employee expectations is on the Department of Justice Intranet site under Statement of Intent.

The department is committed to high standards of performance in the application of contemporary management practices and principles including workplace health and safety and workplace diversity. The department recognises and uses the diversity of the community it serves. In doing this it acknowledges the individual differences that can contribute to the capacity of a person to perform the inherent requirements of the duties.

*DoJ has a zero tolerance approach to violence\*, including any form of family violence. DoJ takes an active role in supporting employees and their families and is committed to providing a workplace that promotes safety and wellbeing of all employees.*

*\*The Department accepts the Tasmanian legal definition of violence.*

All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

All employees are responsible for participating actively and constructively in discussions regarding performance and for the implementation of agreed outcomes in accordance with the Performance Management policies and strategies of the Department.

Smoking is prohibited in State Government workplaces and vehicles.

## Requirements

### Essential requirements

- Nil

### Desirable Requirements

- Nil

## Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

### 1. Pre-employment checks

- Arson and fire settings
- Violent crimes and crimes against the person
- Sex-related offences
- Drug and alcohol related offences
- Crimes involving dishonesty
- Crimes involving deception
- Making false declarations
- Malicious damage and destruction to property
- Serious traffic offences
- Crimes against public order or relation to the Administration of Law and Justice
- Crimes against Executive or the Legislative Power
- Crimes involving Conspiracy

### 2. Disciplinary action in previous employment

### 3. Identification check