

## Community Corrections

# Unit Manager – Statement of Duties

## Objective

The Unit Manager supports the strategic goals of Community Corrections through managing and coordinating the service delivery and operations of their regional team or unit.

## Duties

- Manage the performance of staff in the team through the provision of leadership, professional development and training.
- Prioritise and allocate tasks associated with managing offenders on a daily basis and assist staff to maintain an appropriate workload.
- Provide mentoring and guidance on case management including the facilitation of case conferencing as required.
- Ensure the application of the Community Corrections' quality assurance and risk management frameworks, and practice standards.
- Develop and maintain effective relationships with relevant stakeholders and represent Community Corrections at a variety of local forums and committees.
- Negotiate, manage and evaluate contracts and community service project sites to ensure they remain appropriate, suitable and safe over time.
- Collate and maintain delivery and outcome data for the purposes of statistical reporting and evaluation.
- Contribute to Community Corrections projects, practice and policy development.
- Actively participate in the Community Corrections Leadership Team.

## Level of responsibility

- The incumbent is responsible for the performance of their team within the Community Corrections policy and case management framework and works under broad direction from the Operations Manager, Community Corrections.
- Provide adequate instruction, information, supervision and training for your team members, depending on the nature of their work.
- Ensure efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the WHS requirements in the WHS Act.

- Our values are we act with Integrity, Respect and Accountability and our workplaces are Inclusive and Collaborative. You are responsible for contributing to our values-based workplace culture, leading your team in a values-based manner, ensuring your team uphold the values and role modelling the values.

## **Direction and supervision received**

- The incumbent is responsible for the performance of their team within the Community Corrections policy and case management framework and works under broad direction from the Operations Manager, Community Corrections.

## **Selection criteria**

1. High level knowledge of Criminal Justice within Tasmania including a comprehensive understanding of the role of Community Corrections, its legislative environment, stakeholder roles and effective models of case management intervention with offenders.
2. Demonstrated high-level understanding of the complexities related to case managing clients in a human service field and the ability to support others in managing clients to achieve best practice outcomes.
3. Highly developed communication and interpersonal skills including the ability to prepare and review complex written material.
4. Well-developed team leadership skills including the demonstrated ability to lead, motivate, mentor and manage staff.
5. Demonstrated ability to broker, develop and manage stakeholder relationships and represent the Department at a variety of internal and external forums.
6. Demonstrated ability to provide input to and support the development of strategy within Community Corrections.
7. Be able to understand and apply the requirements of relevant WHS legislation in your areas of responsibility.

## **Essential requirements**

- Nil

## **Desirable requirements**

- A relevant tertiary or industry qualification.
- A current driver's license.

## 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 setting
  - 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 relating 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.

## Position Summary

<b>Title</b>	Unit Manager
<b>Number</b>	Generic
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 6
<b>Division</b>	Corrective Corrections
<b>Full Time Equivalent</b>	1.0
<b>Output Group</b>	Corrective Services
<b>Branch</b>	Operations
<b>Supervisor</b>	Operations Manager
<b>Direct Reports</b>	Up to 10
<b>Location</b>	
<b>Position category and funding</b>	Unit Manager