

## POSITION DESCRIPTION – TEAM LEADER

Position Title	Justice Lead	Department	Australian Programs
Location	Perth	Direct/Indirect Reports	Up to 5 direct reports
Reports to	Community Programs Manager	Date Revised	Jul 2020
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 5	Job Evaluation No:	HRC0020902

### ■ Sub-Delegation

The sub-delegation (if any) attaching to the position is outlined in the CEO Sub-delegations (as updated from time to time). Any financial sub-delegation of authority may only be exercised where a Finance project code or budget is allocated to that position.

### ■ Position Summary

Working with people disadvantaged by the justice system is a key strategic focus area of Australian Red Cross. People experiencing vulnerability are more likely to have lived experience and be over represented within the justice system. The Western Australian Justice Lead will be responsible for leading the development and implementation of the Justice Strategy. The Justice Strategy will specifically consider adults and juveniles who have current lived experience with Diversion, Prison/Detention and Post Release. The Justice Lead will work closely with both national and state colleagues to ensure an informed and integrated approach. The strategy will identify current and future opportunities for Australian Red Cross to successfully achieve growth, reinvestment and transition into the Justice sector. The position will quickly establish key Justice Stakeholder partnerships, rely on contemporary evidence to identify opportunities of impact and will not duplicate the existing landscape.

### ■ Position Responsibilities

#### Key Responsibilities

- Lead the strategic development and implementation of the Red Cross Justice Strategy within Western Australia, ensuring alignment with National Strategy. Liaise closely with national and state colleagues to effect change and ensure an informed and consistent approach to program growth, reinvestment and transition within the Justice sector
- Ensure the strategy is adaptive, agile, measures KPIs and leverages from Red Cross current program successes and point of difference. Identify new funding sources and opportunities to support existing and new program areas
- Complete relevant internal and external reports as necessary within funded programs
- Within scope, research and develop a current Mapping Profile of the Western Australia Justice sector, services and programs for adults and juveniles
- Develop appropriate frameworks and tools to implement the strategy and position of Red Cross to achieve measurable impact for people experiencing Diversion, Prison/Detention and Post Release
- Build strong internal and external relationships within the Justice and relevant Community Programs sector, understand the needs of stakeholders and funding bodies, influence and advocate issues aligned to the strategic focus area. Develop relationships with Government as appropriate

- Ensure the effective collection of evidence and data to achieve our strategic objectives, identify priorities, and report progress against the strategic KPIs
- Provide technical advice; ensure compliance with Red Cross policies and procedures, including WHS
- Lead and co-ordinate program priorities and undertake other general responsibilities as required including but not exclusively programs such as; Community Based Health and First Aid (CBHFA) into WA prisons, co-designing and implementing post release mentoring programs harnessing the expertise of those with lived experience, supporting volunteering opportunities and employment pathways for prisoners exiting the justice systems
- Coach, mentor, develop and lead staff and volunteers to meet the needs and outcomes of relevant justice programs
- Ensure programs operate within budget and in accordance with approved Red Cross and relevant accounting standards.

## ■ Position Selection Criteria

### Essential

#### Technical Competencies

- Demonstrated high-level experience and understanding of the Western Australia justice sector and impact on vulnerable people including adults and juveniles, knowledge of relevant legislation, best practice models, research and trends
- Highly developed leadership skills, organisational skills and demonstrated ability to influence and achieve program outcomes within a complex human services environment
- Strong staff and team management skills and the ability to lead, manage, develop and support staff, volunteers and teams effectively
- Understanding of the Justice and legal system including Diversion, Prison/Detention and Post Release
- Demonstrated experience in developing key partnerships across government, not-for-profit and corporate sectors and an understanding of funding and contract management processes
- Demonstrated experience effectively using evidence, research and data to support program development and strategic outcomes
- Cultural competence and experience working in partnership with Aboriginal and Torres Strait Islander people and diverse communities
- Highly developed sound judgement, personal management skills, and communication and people skills
- Strong analysis, planning and reporting skills, confident public presentation skills
- Flexibility, attention to detail and proven capacity to work within tight timeframes
- A working knowledge of MS office and database management experience.

#### Qualifications/Licenses

- Tertiary qualifications in a related field (social/community services) and demonstrated leadership experience, skills and knowledge within the Justice sector
- Experience in human centered design.

#### Desirable

- Agile Project Management experience.

## Behavioral Capabilities

- **Personal effectiveness | Achieve results** | Demonstrated ability to coach and support teams to achieve the results committed to. Accepts responsibility for ensuring team goals are achieved. Ability to manage changing circumstances and potential challenges.
- **Team effectiveness | Collaborating** | Proven track record as an approachable leader, supporting and building positive and constructive relationships within teams. Valuing diversity and supporting cultural differences within teams.
- **Team effectiveness | Managing change** | Demonstrated capability to lead, support and manage change within teams. Understanding the impact on the team and taking ownership for implementation of change.
- **Organisational effectiveness | Thinking strategically** | Demonstrated understanding of key drivers of success within teams to enable achievement of organisational goals. Ability to think and plan goals in the long term as well as the present.
- **Organisational effectiveness | Innovating and improving** | Demonstrated capability to lead continuous improvement activities and encourage team members to identify ineffective processes and contribute to new ideas and ways of working.

## ■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:  
**Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality**
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters.