

POSITION DESCRIPTION

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|----------------|-------------------------------------|-------------------------|------------------------------|
| Position Title | Justice Programs Coordinator | Department | Community Programs - Justice |
| Location | Hobart, Tasmania | Direct/Indirect Reports | Nil |
| Reports to | Regional Manager, Southern Tasmania | Date Revised | April 2021 |
| Job Grade | Job Grade 4 | | HRC0037340 |

■ Position Summary

The Justice Programs Coordinator is responsible for the effective planning, development, delivery, monitoring and evaluation of the Justice Programs in Tasmania. Integrated within the prison environment and working directly with Justice Involved persons within and outside of prison, this position is responsible for the consistent delivery and outcomes of Justice programs. This position will also work alongside a range of stakeholders including the Tasmanian Prison Service, Government Departments, service providers and persons with lived experience of the Justice system.

■ Position Responsibilities

Key Responsibilities

- Coordinates and delivers the operational and administrative aspects of the Justice programs and activities
- Recruits, supports, and trains volunteers, staff & stakeholders
- Develops and maintains strong and effective relationships with diverse volunteers, participants, stakeholders, and service providers.
- Seeks to identify through an evidence based approach, opportunities that support the Justice Strategic and Advocacy Priorities.
- Provides regular, timely reports and statistical analysis, ensuring data collection and integrity is compliant and accurate.
- Maintains current knowledge of the justice sector in Australia and particularly within the Tasmanian setting.
- Ensures a growth mindset is adopted, programs of work are regularly reviewed and opportunities to improve are explored.
- Works with the relevant Manager/Team Leader and other team members to identify and implement strategies that result in continuous improvement
- Ensures best practice and compliance with all relevant Red Cross, Tasmanian Prison Service other Department of Justice policies and processes relevant to the position.
- Ensures program delivery falls within relevant budgets, funding, and service level agreements

■ Position Selection Criteria

Technical Competencies

- Proven experience in the implementation, coordination and delivery of volunteer led programs.
- Ability to demonstrate well-developed communication, interpersonal and problem-solving skills with people from diverse backgrounds and with complex issues.
- Knowledge and understanding of the justice, and community services sectors within Tasmania.

- Proven organisational and time management skills with a demonstrated ability to prioritise a demanding workload.
- Proficiency in MS Office and ability to develop, maintain and analyse reports.
- Ability to adapt to evolving work environments whilst maintaining a flexible and professional work ethic and approach.

Qualifications/Licenses

- Current Driver licence
- Ability to obtain a Tasmanian Prison Service Identification Card
- Relevant tertiary qualifications, skills and / or experience in the delivery of training programs and social work, law, education, psychology, criminology, youth work or a related human services field.

Behavioral Capabilities

Personal effectiveness | Managing my behaviours | Demonstrated track record in managing emotions and behaviours and understanding their impact on others. Ability to maintaining unconditional positive regard for Justice involved persons and to self-monitor and make improvements to manage own performance.

Team effectiveness | Collaborating | Demonstrated capability to work in a multi-disciplinary environment with others to reach common goals, share information, support and build positive and constructive relationships.

Team effectiveness | Communicating | Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.

Organisational Effectiveness | Focusing on clients | Proven track record in providing high quality service to internal and external clients stakeholders. Actively seeks to respond to feedback in a constructive manner

Organisational effectiveness | Managing risk | Demonstrated ability to work within guidelines, policies and procedures. Awareness of risks involved in an individual's role and works toward minimising their impact.

■ 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 3 years thereafter. Police check renewals may be required earlier than 3 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