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| --- | --- | --- |
| **Cluster** | Stronger Communities | |
| **Department** | Department of Communities and Justice | |
| **Division/Branch/Unit** | Youth Justice NSW | |
| **Location** | Various | |
| **Classification/Grade/Band** | Youth Justice Conference Convenor | |
| **Role Number** | Generic | |
| **ANZSCO Code** | 411716 | |
| **PCAT Code** | 3431119192 | |
| **Date of Approval** | 22 December 2022 | **REF: YJ 0013** |
| **Agency Website** | www.dcj.nsw.gov.au | |

***This role description applies to multiple roles across DCJ. Please see job notes and/or advertisement for more information on specific role qualification requirements and relevant experience.***

# Agency overview

The Department of Communities and Justice (DCJ) is the lead agency under the Stronger Communities Cluster. DCJ works to enable everyone's right to access justice and help for families through early intervention and inclusion, with benefits for the whole community. Stronger Communities is focussed on achieving safe, just, inclusive and resilient communities by providing services that are effective and responsive to community needs.

# Primary purpose of the role

The Conference Convenor is a statutory appointee responsible for the preparation and facilitation of youth justice conferences in local communities with young people, victims, support people, police and others affected by the offence. The roles and responsibilities of this role are governed by the Young Offenders Act 1997 and YJNSW Policies and Procedures.

# Key accountabilities

* Prepare, facilitate and record youth justice conferences according to relevant legislative and operational requirements
* Communicate effectively with youth justice conference participants to ensure that all parties feel empowered and safe
* Establish and maintain working relationships with police, support services and other agencies to facilitate and maximise co-operation and attendance at conferences
* Effectively engage participants, including young people and victims, in a sensitive and culturally appropriate manner to establish agreed outcome plans.
* Refer young people to support services that will assist in reducing their risk of reoffending
* Possess good organisational skills to prioritise activities to meet strict timeframes and comply with WH&S requirements
* Manage, challenging interactions and client expectations by responding appropriately to ensure equitable, responsive and quality service for a diverse range of clients
* Ability to work independently with minimal supervision, and to engage in supervision and development with supervisor
* Possess good computer skills including the ability to use Microsoft Office applications

# Key challenges

* Facilitating a conference within legislated timeframes in which victims of crime, young people and their communities are sufficiently well prepared and supported to bring about restorative change and reduce the young person’s offending behaviour.
* Maintaining privacy of participants’ personal information while conducting facilitator tasks and meeting with participants in a range of locations.
* Managing diversity and ensuring all participants have appropriate support to maximise their contribution to the proceedings.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Area Manager | Governance and oversight of the Youth Justice Conferencing scheme |
| Assistant Managers | To administer, guide and supervise convenors to prepare and facilitate Youth Justice Conferences |
| **External** |  |
| Young people, victims, support people, police and others affected by the offence | For the efficient preparation and facilitation of youth justice conferences in local communities |

# Role dimensions

## Decision making

The Conference Convenor operates within the requirements of the Young Offenders Act 1997 and operational policies, guidelines and procedures encompassing the administration of Youth Justice Conferencing in NSW. The Convenor is accountable to the Assistant Manager, Youth Justice Community Officers.

## Reporting line

## The role reports to the Assistant Manager

## Direct reports

Nil

## Budget/Expenditure

Nil

# Key knowledge and experience

* Experience working with families and adolescents with a demonstrated understanding of adolescent development
* Understanding and knowledge of the significant trauma and disadvantage young people experience. Display key understanding of the unique sensitive, cultural differences and social complexities of young people, their families and communities.

# Essential requirements

* Current driver’s licence and access to a vehicle
* Current NSW Working with Children Check clearance and willingness to undergo a National Criminal History Check
* Access to computer and mobile phone

**For Aboriginal and Torres Strait Islander roles only**

In this position, an applicant’s race is a genuine occupational qualification and authorised by Section 14(d) of the Anti-Discrimination Act 1977.

* Documented verification of Aboriginality.

The department will accept proof of Aboriginality confirming the following:

* 1. You are an Aboriginal person of Aboriginal descent;
  2. You identify as being Aboriginal; and
  3. You are accepted as such by the community in which you live.

An acceptable form of documented verification is a “Confirmation of Aboriginality” letter, provided to you by a local Aboriginal organisation, which includes a common seal from the organisation.

Appointments are subject to reference checks. Some roles may also require the following checks/ clearances:

* National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
* Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

## Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

| FOCUS CAPABILITIES | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** | |  | **Behavioural indicators** | **Level** | |
|  | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | * Represent the organisation in an honest, ethical and professional way * Support a culture of integrity and professionalism * Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct * Recognise and report misconduct and illegal and inappropriate behaviour * Report and manage apparent conflicts of interest and encourage others to do so | | | Intermediate |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | * Tailor communication to diverse audiences * Clearly explain complex concepts and arguments to individuals and groups * Create opportunities for others to be heard, listen attentively and encourage them to express their views * Share information across teams and units to enable informed decision making * Write fluently in plain English and in a range of styles and formats * Use contemporary communication channels to share information, engage and interact with diverse audiences | | | Adept |
|  | **Plan and Prioritise**  Plan to achieve priority outcomes and respond flexibly to changing circumstances | * Plan and coordinate allocated activities * Re-prioritise own work activities on a regular basis to achieve set goals * Contribute to the development of team work plans and goal setting * Understand team objectives and how own work relates to achieving these | | | Foundational |
|  | **Project Management**  Understand and apply effective planning, coordination and control methods | * Understand project goals, steps to be undertaken and expected outcomes * Plan and deliver tasks in line with agreed project milestones and timeframes * Check progress against agreed milestones and timeframes, and seek help to overcome barriers * Participate in planning and provide feedback on progress and potential improvements to project processes | | | Foundational |

# Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role is not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES | | | |
| --- | --- | --- | --- |
| **Capability Group/Sets** | **Capability Name** | **Description** | **Level** |
| Personal Attributes logo |  |  |  |
| Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Intermediate |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| Relationships logo |  |  |  |
| Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
| Work Collaboratively | Collaborate with others and value their contribution | Intermediate |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
| Results logo |  |  |  |
| Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Foundational |
| Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Foundational |
| Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Foundational |
| Business Enablers logo |  |  |  |
| Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Foundational |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |