

Position Description

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| Position title: | Field Officer |
| Position number: | Various |
| Group: | Community and Justice Services |
| Business Unit/Branch: | Community Correctional Services |
| Classification: | CCP1 |
| Employment status: | Various |
| Position reports to: | Supervisor, Community Work and Partnerships |
| Work location: | Various locations |
| Position contact: | See Advertisement |

Role Purpose

The role of a Field Officer

* Supervise offenders completing their community work condition
* Model pro-social behaviours and act as a key role model to offenders

Community Correctional Services (CCS) contributes to the safety of the community by applying practices that reduce reoffending and connecting offenders to programs, services and community. CCS provides management of offenders on court orders, serious sex offenders on post sentence supervision and prisoners on parole.

Field Officers supervise offenders at Community Work Sites and model appropriate behaviours to offenders. Acting as key role models in their work, field officers must represent the department in a professional and ethical manner at all times and promote the rehabilitative benefits of community work programs to offenders to enhance community safety.

KEY ACCOUNTABILITIES

* Supervise and instruct offenders completing community work tasks.
* Record Offender attendance and generate timesheets at Community Work Sites.
* Transport offenders and community work equipment to and from Community Work Sites.
* Model appropriate behaviours and attitudes to assist offenders to develop skills and work practices.
* Ensure a safe work environment and implementation of safe work procedures, including training offenders in use of tools.
* Prepare reports on First Aid and OHS incidents and any other notable incidents that occur during the course of the program being supervised.
* Build relationships with community groups and identify opportunities/sites for community work placements.
* Attend and actively participate in Field Officer meetings as required.
* Undertake site inspections and manual handling assessments.
* Ensure compliance with OHS documentation requirements.
* Assist with report writing, administrative duties and visits as required, to assist the Regional Community Work Team and case management staff.

Key selection criteria

Technical Expertise

* Relevant community-based work is desirable
* Prior to commencement, you will be required to obtain a current Certificate II in First Aid
* A full and current Victorian Driver’s licence
* Food Service, Warehouse Food Distribution, landscaping, mechanical skills experience in project/business support will be highly regarded.

Personal Attributes

* **Resilience:** Is open to new ideas and approaches. Offers own opinions, asks questions makes suggestions; Does not give up easily; Maintains discipline in keeping to work planned or assigned.
* **Flexibility and Adaptability:** Considers the merits of new ideas and approaches. Is willing to develop and apply new skills.
* **Promote Inclusion:** Is respectful, seeks to understand needs, beliefs, ability and values of people from diverse backgrounds; Understands the importance of diversity in successful service delivery to the community.

Meaningful Outcomes

* **Innovation and Continuous Improvement:** Contributes ideas toward improving the effectiveness of own work area; Understands and delivers against standards of quality and effectiveness applicable to own area of work; Maintains quality in the face of time pressure.

Enabling Delivery

* **Critical Thinking and Problem Solving:** Seeks resolution of problems through policy or process guidelines; Otherwise seeks guidance by providing information and ideas relevant towards resolution of problem. Understands concepts enabling improvements in critical thinking and problem solving.
* **Project Delivery:** Executes work tasks against plan; where plans are not defined, prioritises tasks in line with the urgency and impact of tasks; Utilises approved task management tools; Maintains accurate project records.
* **Digital and Technological Literacy:** Performs a range of tasks through digital tools (e.g. Microsoft 365 suite applications such as Outlook, Excel, PowerPoint, Word, Teams and SharePoint); Has broad understanding of megatrends in the digital and technology space e.g. Internet of Things, Robotic Process Automation, Machine Learning, Cybersecurity.

Authentic Relationships

* **Influence and Persuasion:** Understands the pros/cons of a different approaches; Uses direct logical persuasion in a discussion or presentation by using concrete examples, facts and figures to support their argument.
* **Interpersonal Skills:** Polite, professional and considerate in dealing with others; Aware of people’s moods and temperament; Expresses own views in a constructive and diplomatic way; Reflects on how own emotions impact on others.
* **Communicate with Impact:** Organises information in a logical sequence; includes content appropriate to the purpose and audience.
* **Customer Focus:** Understand customer requirements and how work addresses customer needs; identify opportunities to improve services; committed to delivering high quality outcomes for clients.

People Leadership

* **Managing People:** Understands own performance goals and how they are linked to broader operational needs; Supports others to achieve goals; Demonstrates empathy and contributes to the wellbeing and motivation of team; Understands and acts in accordance to public sector values, ethics, and codes of conduct.

Qualifications

* Prior to commencement, you will be required to obtain a current Certificate II in First Aid.
* A full and current Victorian Driver’s Licence (essential).
* Food service, mechanical and/or mechanical skills (highly preferable).

Important information

* Further information for Executive positions can be found at The Victorian Public Sector Commission website ([vpsc.vic.gov.au](https://vpsc.vic.gov.au/)).
* Further remuneration information can be found at: [(https://www.vic.gov.au/remuneration-bands-executives-prescribed-public-entities)](file:///C:\Users\GWadden\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\1U8385GP\(https:\www.vic.gov.au\remuneration-bands-executives-prescribed-public-entities))
* Individuals who have received a Voluntary Departure Package from a Victorian Public Service department/agency are ineligible for re-employment for a minimum period of three calendar years from the date of separation.
* A re-employment restriction of one year applies to all recipients of an Early Retirement Scheme package from the VPS.
* You may be required to mobilise to other areas to support priority projects or programs.
* The Department of Justice and Community Safety is committed to the safety and wellbeing of children and young people. We seek to prevent harm of any kind impacting children and young people and have zero tolerance for racism, child abuse and inequality. Children and young people’s rights, relationships, identity, and culture must be recognised and respected, their voices heard, and their concerns acted upon. We aim to foster a culturally safe, child safe and child friendly environment for all children and young people we have contact with, deliver services to, or are impacted by our work.

Pre-employment checks

All appointments to the Department of Justice and Community Safety are subject to reference checks, pre-employment misconduct screening and criminal record checks. Some positions may also be subject to a medical check and/or ‘Working with Children Check’.

If the position is based in a prison, youth justice facility or community corrections location, or has offender management responsibilities, employment may be subject to a number of additional pre-employment security and safety checks, including, but not limited to:

* Pre-employment Security Check (Declaration Form)
* National Police Record and Fingerprints Check and International Police Clearance (if applicable)
* VicRoads Information Check
* Drivers Licence Check(s) (if applicable).

For Aboriginal designated positions, a Certificate of Aboriginality will be required prior to an offer of employment being made.

Values and behaviours

Department of Justice and Community Safety employees are required to demonstrate commitment to:

**The Department’s Values and Behaviours:** Serve the community, work together, act with integrity, respect other people and make it happen.

**The Environment:** The department is committed to minimising its environmental impact and requires all staff to comply with its environmental policy.

**Recordkeeping:** The department is committed to good recordkeeping and requires all staff to routinely create and keep full and accurate records of their work-related activities, transactions and decisions, using authorised systems.

**Diversity:** The department values an inclusive workplace that embraces diversity and strongly encourages applications from Aboriginal people, people with disability, people from the LGBTIQ community, and people from culturally diverse backgrounds.

Further information

Please visit About the Department on the [Department of Justice and Community Safety website](http://www.justice.vic.gov.au/utility/about+the+department/) (http//:www.[justice.vic.gov.au](http://www.justice.vic.gov.au/)) for information on:

* Organisational values and structure
* Our policies such as privacy and conflict of interest
* The Victorian Public Service (VPS) code of conduct
* Our commitment to the safety and wellbeing of children.