

Position details

Position title:	Koori Court Officer
Position number:	MC1977
Division	MCV Specialist Courts & Programs
Unit/Branch:	Magistrates' Court of Victoria
Classification/Grade:	VPS Grade 3
Employment status:	Ongoing – Full Time
Position reports to:	Senior Registrar
Location:	Latrobe Valley Magistrates' Court
Position contact:	Casey Atkinson - Casey.A.Atkinson@courts.vic.gov.au

Organisation environment

Court Services Victoria (CSV) is a public entity established by the Court Services Victoria Act 2014 to provide expert administrative support to Victoria's courts: the Supreme Court, the County Court, the Magistrates' Court, the Children's Court, and the Coroners Court, as well as the Victorian Civil and Administrative Tribunal and the Judicial College of Victoria.

The Magistrates' Court of Victoria (MCV) is a jurisdiction within the Court Services Victoria statutory authority and has a long history of providing justice for the people of Victoria in metropolitan and regional courts across the state.

The Court determines in excess of 300,000 cases per annum at 51 venues, equating to approximately 90 per cent of all cases that come before Victorian courts each year. The Court aims to be an innovative, accessible and responsive court that provides quality services to the Victorian community.

The Koori Court aims to enhance access to justice, provide culturally appropriate services, for Aboriginal and Torres Strait Islander people and reduce reoffending and over representation in the criminal justice system. The Koori Court sentences koori defendants and it has been created under the Magistrates Court Act 1989 and operates as a division of the Magistrates' Court.

The Koori Court, sits within the Specialist Courts and Programs Division; and is one of a range of support services and problem-solving courts within the Magistrates' Court of Victoria. These specialist courts and court support programs aim to improve the court's responsiveness to Victoria's diverse and growing community, and to improve outcomes for people presenting at court.

Role purpose

The Koori Court Officer will be responsible for the delivery of key administrative, promotional and liaison tasks within the Court to support Koori/Aboriginal people presenting at Court.

The Koori Court Officer will work within the Koori Court Division of the Magistrates' Court as required.

The Koori Court Officer's role aims to improve the court experience for Koori/Aboriginal people and their families. The role will assist the Court in providing a more culturally appropriate response to Koori/Aboriginal and/or Torres Strait Islander communities in the criminal division through:

- Liaising with and Providing great understanding to the Koori/ Aboriginal community in the operation of the Magistrates' and Koori Courts
- maintaining and fostering positive links between the Magistrates' Court and the Aboriginal community.
- The Koori Court Officer will be responsible for providing cultural advice to the Court, assistance to Koori/Aboriginal persons and their families appearing before the Magistrates' and Koori Courts regarding court outcomes and obligations.

Key accountabilities

- Provide assistance to Aboriginal accused and/or young person's presenting before the Court with their court outcomes and obligations.

- Provide advice to the Magistrates' and relevant staff, in relation to services and programs that are available to assist Aboriginal accused and/or young persons appearing before the Court.
- Provide appropriate and authoritative advice to Koori Court Elders and Respected Persons on all matters concerning the Koori Court Jurisdiction.
- Provide project planning and management of Koori community engagement activities to promote the Koori Court.
- Identify and maintain a register of services and programs offered by local service providers with a specific emphasis on supporting Koori accused.
- Liaise with Community Corrections officers and Youth Justice workers to support their development of offender management plans or reports for the court that are suitable for Aboriginal accused and/or young person, where appropriate.
- Engage with and inform the Koori community about the various jurisdictions within the court system.
- Promote and build awareness of the role of the Magistrates and Koori Courts within the Aboriginal and other key government, non-government and stakeholder communities.
- Maintain and collect statistical data in relation to Aboriginal accused and/or young person appearing before the Koori Court and
- Optional engagement with the Koori Staff Network, attendance at events and membership of the Koori VPS 3 & 4 group provide monthly reports to the Koori Court Unit and the Melbourne Magistrate's Manager of Listings.
- Other duties as directed.

Key Selection Criteria

Specialist/Technical expertise:

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| | <ul style="list-style-type: none"> • Demonstrated knowledge and understanding of the Victorian Koori community, both society and culture and the issues impacting on it, especially in relation to contact with the Justice System |
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Capabilities:

Level Descriptor

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| <ul style="list-style-type: none"> • Commitment to action
Demonstrates drive and motivation and a commitment to deliver. | <ul style="list-style-type: none"> • Demonstrates commitment to achieving complex and challenging goals. • Demonstrates a high level of self-motivation. • Persists with activities despite barriers or difficult circumstances. • Manages ambiguity effectively. |
| <ul style="list-style-type: none"> • Influence and negotiation
Generates consensus and commitment from others and constructively resolves issues and conflicts. | <ul style="list-style-type: none"> • Effectively influences clients and other stakeholders. • Recognised for their professional expertise and the value of their advice. • Leads negotiations that deliver mutually beneficial outcomes. • Promotes consensus decision making. • Manages conflict situations and disagreements constructively. |
| <ul style="list-style-type: none"> • Analytical thinking and problem solving
Analyses and addresses issues and develops practical and sustainable solutions. | <ul style="list-style-type: none"> • Conducts critical analysis of workplace issues to determine their scope, causes and impact. • Applies structured problem solving techniques to address workplace issues and deliver improved outcomes. • Applies experience and knowledge of work processes and practices to resolve complex issues. • Consults widely with clients and other stakeholders to fully understand and resolve service delivery problems. |

Behaviours:

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| <ul style="list-style-type: none"> • Service Excellence
<i>Committed to delivering quality outcomes and services.</i> | <ul style="list-style-type: none"> • Upholds high standards • Focused on meeting commitments • Dedicated to improving outcomes for clients, stakeholders and the work of courts and jurisdictions • Ensures services deliver public value |
| <ul style="list-style-type: none"> • Courage
<i>Always acts in the best interests of CSV and the jurisdiction concerned</i> | <ul style="list-style-type: none"> • Provides objective, frank and fearless advice within the organisation • Challenges inappropriate behaviours • Constructively challenges existing paradigms in pursuit of organisational growth and development |
| <ul style="list-style-type: none"> • Integrity
Principled, and focused on honesty, transparency, objectivity and fairness | <ul style="list-style-type: none"> • Consistently acts in accordance with the values of the public sector • Makes ethical decisions • Reports suspected misconduct, fraud and corruption • Identifies, declares and manages real or perceived conflicts of interest • Actively works to maintain public trust and confidence in Victorian Courts and Tribunals |
| <ul style="list-style-type: none"> • Respect
<i>Values others and respects difference</i> | <ul style="list-style-type: none"> • Values diversity • Embraces a broad range of social, cultural customs values and beliefs • Inclusive and welcoming • Treats others fairly and equitably • Values and acknowledges the work and efforts of colleagues. |

Role Dimensions (optional)

This is a Designated position, in accordance with Court Services Victoria's Designated Positions Policy.

- ***This is an Aboriginal Designated Position, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.***

Confirmation of Aboriginality (CoA)

Applicants of a Designated role are required to provide a Confirmation of Aboriginality (CoA).

- *A Confirmation of Aboriginality (CoA) is a document endorsed by the board of an Aboriginal Community Controlled Organisation or Traditional Owner Organisation, verifying that the person is of Aboriginal and/or Torres Strait Islander descent and that they identify as being an Aboriginal and/or Torres Strait Islander person in the community.*
- *Whereby an applicant states that they are unable to provide a CoA, the applicant will be requested to provide a letter of support from an Aboriginal Community Controlled Organisation or Traditional Owner Organisation /or community leader which states that applicant is well known and a long-standing active member of their local community.*
- *As declared by the Aboriginal Justice Caucus (AJC) through extensive community consultation Statutory Declarations are an unacceptable form of Confirmation of Aboriginality as they are not authorised by an appropriate Aboriginal body.*

Qualifications

VCE or equivalent and/or relevant work experience

Important information

The salary range for this position is set out in Schedule C of the *Victorian Public Service Enterprise Agreement 2020*. Please refer to the Department of Treasury and Finance website (www.dtf.vic.gov.au) for further information.

Court Services Victoria (CSV) is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees. Employees of CSV must comply with the Code of Conduct for Victorian Public Sector Employees, and CSV policies and procedures.

All appointments to CSV are subject to satisfactory:

- Nationally Coordinated Criminal History Check
- Verification that you hold the qualifications that are necessary for your role
- Entitlement to Work in Australia check
- Working with Children Check (where required)
- Verification of the Declarable Associations Form (where applicable)

Please visit CSV website for important information on:

- Jurisdictions and business areas within CSV
- Privacy – how we use your information
- Health and safety.

CSV has a firm commitment to increase participation of Aboriginal and/or Torres Strait Islander people across our workforce. Through our commitment to diversity and equality, we are actively engaged in promoting and maintaining a safe and inclusive work environment where all employees are respected, valued and supported.

Employees of CSV have access to a range of employment benefits and conditions, these include attractive salaries, flexible leave arrangements and training and development opportunities. Please see the www.careers.vic.gov.au website for further information.