



Courts Administration Authority

JOB AND PERSON PROFILE

Position title: SENIOR SHERIFF'S OFFICER

Remuneration level: OPS-3

Type of appointment: ONGOING

Job profile created: August 2007

Division: SHERIFF'S

Position Context

The position is within the Sheriff's Division. Senior Sheriff's Officer positions are physically located at court precincts within the Central Business District, Metropolitan area and at Port Augusta.

Senior Sheriff's Officers report to the Manager Sheriff's Officers – Central if located within the Central Business District or Manager Sheriff's Officers – Regional if located in the metropolitan or regional areas.

Senior Sheriff's Officers supervise a dedicated team of multi-skilled sheriff's officers who may be employed on a fulltime, part time or casual basis within their physical location and as designated, officers located at country court precincts.

The position has Financial Delegations up to \$1,500 and Human Resource Delegations for the approval of recreation leave, sick leave and overtime provisions.

The Senior Sheriff's Officer is required to maintain working relationships with:

- Court Registrars
- Members of the Judiciary
- Staff of the South Australian Prisoner Movement & In Management contract
- A number of government and non government organisations working in related areas with similar client bases

Position Summary

The Senior Sheriff's Officer is responsible for the supervision and direction of a dedicated team of multi-skilled sheriff's officers within a location and the co-ordination of officers at regional locations (as designated) to ensure a high level of client services to all court users and contribute to the overall security of Courts Administration Authority facilities, administrative personnel, members of the judiciary and other court users.

The incumbent is required to work collaboratively with other Senior Sheriff's Officers to achieve the Divisional strategic goals and strategies.

Key Responsibilities

The Senior Sheriff's Officer will achieve the following objectives and key outcomes:

- Ensure the effective administration and supervision of a dedicated team of multi-skilled Sheriff's Officers so the team provides an effective and high level support service to all court users
- Ensure the effective delivery of the in-court management of prisoners and defendants in the custody of sheriff's officers
- Contribute to the effective operation of the South Australian Prisoner Movement & In-Court Management contract for the Courts Administration Authority
- Contribute to the development of sheriff's officers by coordinating or conducting structured training
- Contribute to the management of the Sheriff's Division budget by the effective and accountable use of resources through appropriate financial and procurement practices
- Contribute to the implementation of the Sheriff's Division strategic goals and strategies
- Contribute to the effective management of facilities and equipment at each location.

This position requires the supervision of other employees. In addition to achieving the above outcomes, the Senior Sheriff's Officer will also be responsible for:

- The effective supervision of staff through appropriate management practices, undertaking performance management and applying the personnel management standards as outlined in Part 2 of the *Public Sector Management Act, 1995*.
- Complying with all legislative requirements.
- Complying with the requirements of the *Occupational Health, Safety & Welfare Act 1986*, and the *Occupational Health, Safety & Welfare Regulations, 1986*) in particular the requirements of Section 19 of the Act – "Duties of Managers and Supervisors".

PERSON PROFILE SELECTION CRITERIA

ESSENTIAL REQUIREMENTS

The following skills/abilities/knowledge/experience/qualifications are essential to successfully perform the requirements of this position:

Qualifications

There are no qualifications essential to perform the duties of this position.

Professional and Technical Capabilities

To undertake the professional and technical components of this position the incumbent is required to meet the following minimum criteria:

- Proven ability to identify and analyse problems and implement remedies and strategies consistent with the Sheriff's Officer Procedural Manual
- Proven ability to work under general direction and exercise responsibility for a dedicated team of multi-skilled sheriff's officers within a location
- Experience in overseeing and ensuring a high standard of work quality and delivery of services by a work group

Leadership and Management Capabilities

To successfully perform in this role the Senior Sheriff's Officer must have the following management and leadership skills/abilities/aptitudes:

- Demonstrated ability to effectively supervise the operations of a work group by providing leadership, building a team environment, motivating employees and providing direction
- Demonstrated ability to identify and resolve conflict situations
- Shows cultural understanding for diverse employees
- Experience in working effectively with members of a team and those outside formal line of authority (peers, court users, other agencies)
- Experience in building relationships with others and supporting group decisions which place broader objectives ahead of individual requirements
- Understanding of AS/NZS 4360 Risk Management, its relationship to safety management systems and experience in its use.

Personal Capabilities

To successfully perform in this role the Senior Sheriff's Officer must have the following personal skills/abilities/aptitudes:

- Sound organisational and time management skills that allow the management of a number of concurrent tasks
- Effective communication skills, both verbal and written
- Demonstrated ability to develop and maintain strong and constructive relationships with managers, peers and staff
- High level of customer service skills
- Ability to evaluate and reflect on current work practices to identify areas for improvement

DESIRABLE CAPABILITIES

While not essential, it will be considered favourable if the Senior Sheriff's Officer has some or all of the following skills/abilities/knowledge/experience/qualifications:

- Knowledge of the Courts Administration Authority structure and principles of judicial independence
- Knowledge and experience with the Recommendations of the Royal Commission into Aboriginal Deaths in Custody or the ability to quickly acquire
- Completion of the Sheriff's Officer training course
- Completion of a Train the Trainer course
- Holds a Basic First Aid certificate
- Knowledge of ARES, Cardax, Tecknocorp, Pacom, Concept 2000 or similar security systems.
- Experience in the use of the Justice Information System database.
- Keyboard skills and computer literacy

Working Environment

As an employee of the Courts Administration Authority you will be required to:

- Actively participate in the Court Administration Authority's Performance Management program.
- Comply with, and contribute to, meeting workplace legislative and policy requirements, including occupational health, safety and welfare and records management.
- Maintain the ethical and behavioural standards outlined in the Code of Conduct for South Australian Public Sector Employees

You may be required to:

- Undertake intra or inter state travel which may necessitate overnight absences,
- Work outside of the normal hours of work.
- Be assigned to another position at the same remuneration level if required by the State Courts Administrator

Flexible working arrangements may be available depending on business needs.

The Courts Administration Authority is a smoke free workplace.

Special Conditions

The following special conditions apply to this position:

- Appointment is under the *Courts Administration Authority Act 1993*. Terms and conditions of employment are governed by the *Public Sector Management Act, 1995*.
- Will be required to hold an appointment as a security officer pursuant to the Sheriff's Act.
- Will be required to wear regulation issue uniform
- Will be required to authorise the Courts Administration Authority to conduct a confidential criminal record check.
- Will be required to undertake the duties of Chief Fire Warden at their designated location.
- May be directed to work in any city/metropolitan location either on a temporary or ongoing basis.
- Ability to physically and psychologically perform all duties of the position, including working in a cell environment, managing conflict and physically restraining persons.

Job and Person Profile Approval

**Approved by State Courts Administrator
(or Divisional Head)**.....

Date:

Acknowledged by Employee.....

Date: