

Job Profile

Position: Project Officer

Division: Youth, Aboriginal and Cross Court Support Services

Remuneration: PO2/ASO5

THE ORGANISATION

The Courts Administration Authority (CAA) is constituted by the *Courts Administration Act 1993*. The Act established the State Courts Administration Council as an administrative authority independent of control by executive government and to confer on the Council power to provide courts with the administrative facilities and services necessary for the proper administration of justice.

Participating courts of the Authority are the Supreme Court, District Court, Environment, Resources and Development Court, Youth Court, Magistrates Court, and the Coroner's Court.

THE YOUTH COURT & CONFERENCING UNIT

The Youth Court of South Australia was established under the Youth Court Act (SA) 1993 and hears matters in relation to criminal offending, child protection, adoption and surrogacy. It is made up of two branches – the Court (including the Registry) and the Conferencing Unit. The Court is presided over by the Judge and the two units are administered by the Manager Youth Court.

The Conferencing Unit facilitates conferences pursuant to the Young Offenders Act 1993 (YOA), the Child Protection Act 1993 (CPA) (to be replaced by the Child and Young Person Safety Act 2017) and the Criminal Law (Sentencing Act) 1988. These include Family Conferences, Family Care Meetings, Port Lincoln Aboriginal (Sentencing) Conferences and Victim Impact Meetings. The key objective of the Conferencing Unit is to achieve excellence in restorative conferencing opportunities, in pursuit of social justice outcomes for a stronger and safer community.

ABORIGINAL AND CROSS COURT SERVICES

Aboriginal and Cross Court Services provides leadership and programs to ensure the court and staff operate in a culturally appropriate way and meets the needs of Aboriginal court users and families.

THE ROLE

The Project Officer is responsible for the review and implementation of operational service improvement projects across the Youth Court, as a result of legislative changes and/or new program initiatives. The Project Officer is responsible for the oversight of projects that impact on the Youth Court.

- Anticipate and identify project risks and barriers and develop contingency plans where appropriate.
- Provide advice in relation to a range of matters that impact on the delivery of the Youth Court's objectives.

KEY RELATIONSHIPS

Reports to the Manager Innovation and Reform.

This position maintains key working relationships with:

- Youth Court Judiciary
- Director Youth, Aboriginal and Cross Court Support Services
- Manager Aboriginal Programs
- Registrar and Manager of the Youth Court
- Youth Court Deputy Registrar
- Conferencing Unit Team Leaders
- Youth Court Associate
- Project Support Officer, Youth Court
- A number of Government and Non-Government organisations working in related areas and with similar client bases.
- Research Bodies, including Universities

KEY ACCOUNTABILITIES / RESPONSIBILITIES

PROJECTS

- Develop, deliver and evaluate complex projects and contribute to high level programs of work that achieve CAA objectives including tracking project milestones and risks.
- Prepare, coordinate or contribute to submissions, strategic reporting, status reports, briefs and plans on complex policy issues.
- Provide a range of complex and sensitive administrative functions that support the Director and Managers to prepare for meetings, conferences and workshops.

LEGISLATIVE REVIEW AND REFORM

- Contribute to the implementation of legislative reform by reviewing, identifying and considering operational impacts of proposed legislation and opportunities for other reform within the Youth Court
- Coordinate continuous improvement to operational strategies to ensure the Youth Court and Conferencing Unit have consistent approaches to practice and procedure
- Identify improvement and reform in service delivery, or future strategies as they impact on the operations of the Youth Court, including the coordination and evaluation and reporting of trial or pilot programs
- Promote conferencing programs and assist in the ongoing development of conferencing knowledge and best practice

RESEARCH AND INNOVATION

- Support the Manager Youth Court in the development and review of policies and practices which meet the aims of the YOA and Children and Young People (Safety and Support) Act 2025 (CYPSSA) or as a result of legislative changes
- Undertake project briefs relevant to the voice of the child and child inclusive practices within the context of the Youth Court (including Conferencing Unit)
- Contribute to the Service and Operating Model for the Youth Court
- Contribute to the development of a framework/practice procedures that will enhance the Youth Court, (including the Conferencing Unit) knowledge and skills which utilises research and evidence based findings that informs best practice when working with a child or youth and achievement of meaningful engagement of the child or youth and/or child advocate
- Contribute to the formulation of best practice Youth Court (including Conferencing Unit) service delivery models based on, research and practice led development
- Research, analyse and provide information and advice to the staff and management in relation to the delivery and performance of Youth Court services.

BUSINESS IMPROVEMENT

- Work with key stakeholders, including the Director, Judiciary, Managers, Registry and staff to identify barriers to consistent practice and develop and implement effective mechanisms to communicate changes in procedure/process
- Contribute effectively to the ongoing development of internal and external relationships that underpin the work of the Youth Court, including establishing constructive working relationships with the Judiciary and Magistracy undertaking Youth Court functions.
- Contribute to the periodic evaluations of the overall effectiveness of Youth Court (including Conferencing Unit) operations. Including review and maintenance of protocols, processes and systems to enable full and effective delivery of services to meet the KPI's and business plan requirements.

SELECTION CRITERIA

Essential

- Demonstrated ability to provide interpretation and advice on matters which may affect the operations of the Court, including legislation, impacts of legislative change and/or procedural changes and reform
- Demonstrated ability to research, evaluate and critically analyse information from a variety of sources to provide high level written advice and information regarding identified initiatives.
- Demonstrated ability to promote, build and maintain effective internal and external working relationships
- Demonstrated problem solving skills and initiative to successfully implement strategies to improve performance and service delivery
- Excellent verbal and written communication skills with the ability to effectively convey and exchange information in a variety of formats, including the preparation of briefings and reports
- Demonstrated knowledge of the YOA and CYPSSA, including the philosophies of conference practice models in relation to Juvenile Justice and Care and Protection
- Demonstrated knowledge regarding the child protection and youth criminal justice system including the issues that affect Aboriginal families within the criminal justice and welfare systems

Qualification

- **For appointment as PO:** Appropriate degree level tertiary qualifications in community services, sociology, criminology, justice, correctional practice, social sciences, human services, health or related field.

SPECIAL CONDITIONS

The following special conditions apply to this position:

- Appointment is under the *Courts Administration Act, 1993*. Terms and Conditions of employment are governed by the *Public Sector Act, 2009*.
- This role is identified as a Prescribed Position and the successful applicant is required to obtain a Working with Children Check (WWCC) prior to employment with the CAA, which must be renewed every five years before expiry. WWCC's can be obtained through the [Department of Human Services \(DHS\) Screening Unit](#)
- Appointment is dependent upon a current National Police Certificate that the CAA finds satisfactory.