Job Profile

Position:	Enforcement Manager
Division:	Corporate Services Division – Sheriff's Office
Remuneration:	ASO6

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 CORPORATE SERVICES DIVISION

The Corporate Services Division provides high-quality service delivery and corporate support to the CAA and Judiciary in the areas of Business and Financial Services, Media, Facilities Management, Library Services, Court Transcription Services and the Sheriff's Office.

THE SHERIFF'S OFFICE

The Sheriff is a statutory officer appointed pursuant to the *Sheriff's Act 1978* on the recommendation of the Chief Justice of the Supreme Court. The Sheriff is responsible for administering the *Juries Act 1927* and the *Sheriff's Act 1978* which requires the provision of emergency services to the courts, in-court support, court precinct security, and prisoner security services. The Sheriff is also responsible for the service and execution of civil and criminal processes in South Australia.

THE ROLE

The position is located in the Sheriff's Office, Adelaide and reports to the Deputy Sheriff Enforcement, Jury and Registry Services. The Enforcement Manager manages the service and execution of civil and criminal orders directed to the Sheriff in accordance with legislative requirements, provides expert advice to the Judiciary, legal profession and the Deputy Sheriff. The Enforcement Manager is responsible for leading and managing 30 contract Enforcement Sheriff's Officers, including recruitment and induction.

The Enforcement Manager is also the Registry Manager overseeing Jury Management and Registry functions with a team of 10 staff. The incumbent will contribute to the strategic direction of the Sheriff's Office as part of the Sheriff's Management Team. This position is required to represent the Sheriff at sittings of the Supreme Court, District Court as necessary. The position has Financial Delegations up to $11,000 and has Human Resource Delegations at level 4.

KEY RELATIONSHIPS

Reports to the Deputy Sheriff Enforcement, Jury and Registry Services

Manages a team of 5 Direct Reports

This position maintains key working relationships with:

- Court Registrars
- Members of the Judiciary
- Sheriff's Office Management
- Enforcement Sheriff's Officers
- Service Providers
- Third Party Contractors
- Department Infrastructure and Transport
- SAPOL

KEY ACCOUNTABILITIES / RESPONSIBILITIES

The Enforcement Manager will achieve the following objectives and key outcomes by undertaking the activities including, but not limited to:

- Ensure compliance with Rules of Court and relevant legislation in the effective and efficient management of civil and criminal enforcement orders issued from the Supreme Court, District Court and Magistrates Court that are forwarded to the Sheriff under legislative requirements;
- Ensure effective workforce planning and management by utilising contemporary and innovative people management practices as well as coordinating the recruitment, induction and training of Enforcement Sheriff's Officers
- Ensure Enforcement Sheriff's Officers, Magistrates Court Registrars appointed as a Deputy Sheriff, plaintiffs, defendants and interested third parties are provided with expert advice and assistance on the enforcement of civil and criminal orders;
- As first point of contact, ensure security matters relating to issuing of enforcement orders are managed or escalated as appropriate;
- Ensure the effective management of the administrative processes and as required the execution of court orders relating to the seizure and sale of real and personal property state-wide under civil and criminal enforcement orders;
- Establish and maintain MOA/SLA with SAPOL, DIT and AGD;
- Ensure service standards required of the Sheriff's Office relating to the enforcement of civil and criminal orders as described in service level agreements between the Sheriff and other Divisions of the Courts Administration Authority are achieved;
- Respond to Judicial requests for urgent written and oral reports including affidavits for all enforcement activities;
- Ensure financial acquittal for all properties seized;
- Undertake security risk assessments
- Ensure an operational manual for Enforcement Officers is current and accessible;
- Ensure the continuing improvement of business operations, procedural manuals, statistical data and associated computer systems relating to the enforcement of civil and criminal orders;

- Contribute to the establishment and maintenance of appropriate protocols and liaison with other Agencies to support the enforcement process;
- The effective and accountable use of resources through appropriate financial and procurement practices;
- The effective management of staff through appropriate management practices, undertaking performance management and applying the personnel management standards as outlined in Part 3 of the *Public Sector Act, 2009, and*
- Complying with all legislative requirements.

SELECTION CRITERIA

Essential

To successfully perform in this role the Enforcement Manager must have the following skills/abilities/aptitudes:

- Proven ability to manage a work group and provide leadership;
- Ability to contribute to the strategic direction of an organisation;
- Experience and ability to meet legislative requirements in order to achieve outcomes;
- Knowledge of the civil and criminal justice system and of legislation conferring jurisdiction on the Sheriff's Office or ability to quickly learn;
- Ability to prepare and write procedure manuals;
- Proven ability to work effectively to deadlines;
- Highly developed inter-personal skills and communication skills which foster the co-operation and support of others;
- Ability to handle conflict situations and utilise negotiation skills;
- Ability to identify complex problems then develop and implement appropriate solutions;
- Ability to evaluate and reflect on current work practices to identify areas for improvement;
- Experience undertaking security risk assessments, and
- Experience in preparing, documenting and delivering training packages

Desirable

While not essential, it will be considered favourable if the Enforcement Manager has some or all of the following skills/abilities/knowledge/experience/qualifications:

- Knowledge of the courts administration structure and or the principles of judicial independence;
- Knowledge and experience in using the CAA Electronic Court Management System and
- Degree or other relevant qualification or training in business or Justice Administration or similar.

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*.
- Appointment is dependent upon a current National Police Certificate that the CAA finds satisfactory.
- Must hold an appointment as a Deputy Sheriff under the Sheriff's Act and an appointment as an Authorised Officer under the Criminal Law Sentencing Act.
- Must hold a current driver's licence.
- Undertake intra or inter-state travel, which may necessitate overnight absences.
- Work outside of the normal hours of work.