

Job title: Prosecution Support Officer	
Classification: Band 5	Effective Date: August 2023
Reports to: Community Laws Coordinator	Tenure: Permanent

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer
Experience and
Service Delivery**



**Great
Organisational
Culture**



**Innovation
and Continuous
Improvement**



**Good Governance
and Integrity**



**Long Term
Financial
Sustainability**

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

Goal Statement

To provide efficient and effective administrative support to the prosecution program. This includes the process to ensure matters are lodged with Court in a timely manner and ensuring accurate and complete documentation.

Key Responsibilities

Position Specific Responsibilities

With a customer and continuous improvement focus:

- Compile relevant documents including officer statements, charge and summons and brief of evidence;
- Lodge and serve charge and summons;
- Update and maintain data and statistics regarding matters lodged at Court and outcomes, in relevant systems including Pathway and excel spreadsheets;
- Respond to escalated infringement matters via correspondence, over the phone or at the front counter;
- Assist internal staff with escalated customer queries
- Develop recommendations in relation to business improvement strategies;
- Monitor legislative changes and provide briefings to the leadership team about potential impacts on the department's functions;
- Contribute to the business planning and policy review processes;
- Contribute to and assist in the development of a culture of quality, industry best practice, customer focus and continuous improvement;
- Contribute to a safe working environment in accordance with the *Occupational Health & Safety Act 2004*.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

Authority

Budget: Nil

Staff responsibility: Nil

Decision Making: The position is clearly defined with established procedures, specific guidelines and standard instructions. Guidance and advice is available through the leadership team.

Key Relationships

The position is required to:

- Provide administrative support to Council's Prosecutor;
- Liaise and provide advice to Council staff, residents, customers and other stakeholders on infringement and court matters;
- Maintain and improve service delivery outcomes by building team cohesion;
- Establish professional relationships with Government departments and agencies, other Council service providers, key stakeholders and customers.

Skills and Attributes

Qualifications/Certificates/Licences and Experience

- Experience and knowledge of relevant legislation and Local Law provisions;
- Experience in the preparation of prosecution briefs, reports and statistics;
- Significant experience in a customer focused environment demonstrating a commitment to and skills in providing customer service excellence;
- Experience in the preparation of detailed correspondence, reports and statistics;
- Have a flexible approach to work as competing business demands may change priorities on a regular basis.

Technology

- Demonstrated proficiency in word processing, key board and data entry skills;
- Knowledge of Microsoft applications and data management systems

Other technical skills and experience

- An understanding of evidence collection and Court procedures;
- Knowledge Council's Infringement Review Decision Policy;
- Knowledge and proficiency in the application of relevant legislation;

Interpersonal

- Ability to gain cooperation and assistance from clients, members of the public, and other employees;

- Demonstrated ability to work cooperatively and harmoniously in a team environment;
- Excellent written and oral communication skills;
- High attention to detail and ability to prepare reports and external correspondence.

Leadership/management:

- Skilled in time management, setting priorities and the planning and organising of own work;
- Knowledge of and commitment to the principles of Equal Opportunity and Occupational Health and Safety;
- Able to provide input into the development of business plans and strategies.

Key Selection Criteria

- Excellent written communication skills including the ability to prepare high quality correspondence to complex issues;
- Demonstrated high level of customer service skills at all levels including advanced verbal communication skills;
- Demonstrated skills in conflict resolution;
- Demonstrated skills in time management, including an ability to work independently with initiative and to set own priorities with limited direction;
- Knowledge of relevant legislation and the regulatory framework.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	X	Performed sometimes	
Hand/Arm Movement Tasks involve use of hand/arms	X	Performed often	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	X	Performed sometimes	
Standing Tasks involve standing in an upright position	X	Performed often	
Reaching Tasks involve reaching above head, and above and equal to shoulder height	X	Performed sometimes	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects			
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	X	Performed sometimes	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	<i>Comments</i>
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body			
Keyboard Duties Tasks involve sitting at workstation and using computer.	X	Performed often	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	X	Performed often	

Any other relevant comments: