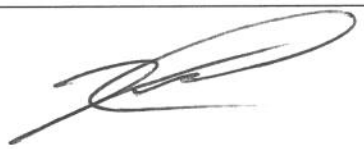
Woorabinda Aboriginal Shire Council
Position Description

Job Title:	**Community Justice Group Administrator**		
Award:	*Queensland Local Government Industry (Stream A) Award - State 2017*		
Division and Section:	e.g. Division 2: Section 1 - Administration, Clerical, Technical, Professional Community Service, Supervisory and Managerial Services		
Employment Type:	Casual		
Department:	Woorabinda Community Justice Group		
Reports to:	Woorabinda Community Justice Group Coordinator		
Approved:	Kevin Bell, Chief Executive Officer		
Signature:		Version Date:	11/11/2026

POSITION OBJECTIVE

The Community Justice Group Administrator provides administrative, operational and program support to the Woorabinda Community Justice Group. The position assists the Community Justice Group Coordinator and Court Support Workers by maintaining accurate records, coordinating court and client appointments, managing correspondence and facilitating the efficient delivery of Community Justice Group services across Woorabinda. This aligns with the Community Justice Group's role in supporting justice outcomes, court support, community support, community safety initiatives and community wellbeing.

WOORABINDA ABORIGINAL SHIRE COUNCIL (WASC)

Our Vision

A proud, safe, vibrant and united Woorabinda – strong in culture, strong in community, with opportunity for future generations.

Our Mission

To lead with respect, working together to strengthen culture, grow opportunity and build a proud, safe and united Woorabinda.

Our Values

Our values are based on RESPECT. Respect is how we lead, how we listen, how we make decisions and how we work with community.

Respect – We respect Elders, families, young people, staff, culture, Country and community.
Empowerment – We support local people to lead local solutions.
Strong Culture – We protect and celebrate Woorabinda's history, identity and culture.
Pride and People – We are proud of Woorabinda and put people first.
Excellence in Service – We deliver reliable services and keep improving.
Connection and Collaboration – We work together as one community.
Transparency and Trust – We are open, accountable and honest.

POSITION SPECIFIC KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans.

All duties are to be conducted in an efficient, timely, professional and safe manner. The key responsibilities include:

1. **Administrative Support**
   - Provide administrative support to the Community Justice Group Coordinator, Court Support Workers and Community Justice Group members.
   - Prepare correspondence, agendas and meeting documentation.
   - Manage incoming and outgoing communications, including phone calls, emails and enquiries.
   - Maintain confidential filing systems, records and databases in accordance with legislative and organisational requirements.

2. **Program and Operational Support**
   - Coordinate appointments, meeting, court sitting, client interviews and community consultations.
   - Assist with community events, workshops and awareness activities conducted by the Community Justice Group.
   - Participate in relevant training and professional development opportunities.
   - Other duties consistent with the duties and responsibilities of the position as directed by the Community Justice Group Coordinator, CEO or Senior Council staff.

3. **Court Administration Support**
   - Assist with the coordination of Magistrates Court and DFV Court sittings.
   - Maintain court attendance records and service delivery statistics.
   - Assist with preparation, compilation and filing of court related documentation.
   - Coordinate appointments and interviews between CJG staff, member and court users.
   - Support the Coordinator with administrative arrangements for court attendance and stakeholder meetings.

4. **Data Collection and Reporting**
   - Maintain accurate service delivery records and client management information.
   - Assist with collection and recording of performance data required under the CJG Program.
   - Assist in preparing quarterly and annual reports.
   - Maintain registers relating to court support, referrals, stakeholder engagement, client support funding and community activities.
   - Ensure records are maintained in accordance with funding and audit requirements.

5. **Community Justice Group Governance Support**
   - Coordinate and provide secretariat support for CJG meetings.
   - Prepare agendas, minutes and action items.
   - Maintain CJG membership records and supporting documentation.
   - Assist the Coordinator to maintain compliance with the CJG Constitution, MOU and Program Guidelines.
   - Maintain records of member attendance, training and declarations of conflicts of interest.

6. Stakeholder and Community Engagement Support

- Assist Coordinator with preparations for stakeholder meetings and community consultation activities.
- Assist Coordinator with maintaining stakeholder contact registers.
- Assist with community information sessions, workshops and events.
- Prepare communication materials and meeting documentation.
- Facilitate referrals and maintain referral records.

7. Records and Information Management

- Maintain secure and confidential client records.
- Ensure records are stored and disposed of in accordance with privacy, records management and organisational requirements.
- Manage document control systems and electronic filing systems.
- Maintain court attendance, referral and client support registers.

Other duties, consistent with duties and responsibilities of the position as directed by the CEO, or other senior Council staff.

SELECTION CRITERIA

Qualifications, Skills and Experience

- Demonstrated experience in administration, reception, records management or office support functions.
- Sound written and verbal communication skills, including the ability to prepare correspondence and reports if required.
- Demonstrated computer literacy and experience using Microsoft Office applications including Work, Excel, Outlook and Teams.
- Ability to maintain accurate records and handle confidential information with discretion.

Personal Attributes and Capability

- Strong organisational and time management skills with the ability to manage competing priorities.
- Ability to work independently and as part of a team.
- Demonstrated ability to build and maintain positive relationships with community members, stakeholders and service providers.
- Commitment to providing culturally appropriate and professional customer service.

Cultural Awareness

- Experience working and living in remote areas and/or Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Indigenous people.

- Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Indigenous people. Experience working and living in remote areas and/or aboriginal communities would be highly regarded.

CORPORATE RESPONSIBILITIES

Policy and Procedural Responsibilities
Be aware of, and act in accordance with all council policies and procedures.

Code of Conduct
Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

Work Health and Safety
Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- All employees should start no later than the assigned time and preferably arrive at least fifteen (15) minutes prior for the purpose of setting up their work area;
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence, and preferably prior to their start time.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives;
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Woorabinda Community Justice Group Coordinator
Internal Liaison:	Members of the management team and all Woorabinda Aboriginal Shire Council employees.
External Liaison:	Members of the community, Suppliers, Stakeholders.

MANDATORY REQUIREMENTS

- Hold at minimum a current "C" class driver's licence
- Satisfactory Criminal History Check

POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Woorabinda Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.