



ABOUT US

All Corrections employees are part of one team working to keep our communities safe and change lives. To do this we put safety first, do the right thing, build strong partnerships and reduce re-offending.

Our values embrace the Maori kaupapa concepts of Rangatira (Leadership), Manaaki (Respect), Wairua (Spirituality), Kaitiaki (Guardianship), Whānau (Relationships).

Rangatira (Leadership)	We demonstrate leadership and are accountable
Manaaki (Respect)	We care for and respect everyone
Wairua (Spirituality)	We are unified and focused in our efforts
Kaitiaki (Guardianship)	We are responsive and responsible
Whānau (Relationships)	We develop supportive relationships



THE BUSINESS GROUP OR TEAM

Pre-Trial Service (PTS) is a programme of work spanning 4 years with an aim to implement a new justice sector service. This new service will be designed and implemented with the aim to provide people remanded in custody, or at risk of being remanded in custody with greater opportunities to achieve positive change early-on in their journey through the justice system.

The PTS programme will take learnings from the High Impact Innovation Programme – BSS pilots to design the service.

Success of the service will require justice sector partners to work collaboratively with the service to promote safe alternatives to remand in custody, strengthen justice and social outcomes and improve public safety.



YOUR ROLE

Position Title:	Bail Support Officer (BSO)
Business Group:	People & Capability
Reports to:	Lead Bail Support Officer (LBSO)
Direct Reports:	Nil
Location:	Various

This role is designed to provide support for defendants who are remanded, or at risk of being remanded to safely apply for, achieve and maintain bail. Once on bail, defendants are offered continued support from a BSO in the community by facilitating defendants to access services to address their social needs. Performance on bail can then be reported back to the Court ahead of sentencing.

Accountabilities will include:

- The preparation of bail plans at the request of defence counsel.
- Verification of accommodation availability and an assessment of its suitability.
- Identifying eligible defendants, engaging with defence counsel and supporting them to make robust and verified bail applications.
- The preparation of EM Bail suitability assessments.
- Supporting/navigating/linking defendants to access key support agencies and services to address their individual needs.
- Collaborate with key internal stakeholders, including Service Centre/Prison to ensure clarity of decision making and sound, evidence-based proposals.
- Liaison with frontline staff and senior management to ensure the ongoing safe and effective management of defendants in the community.
- Provide high quality, accurate and trusted advice within legislative boundaries i.e. Privacy Act 1993 and Bail Act 2000.
- Issue lawful instructions within Bail Assessor delegations.
- Ensure IOMS and other applicable databases are updated to include all relevant case notes and information accurately and in a timely manner.
- Escalate any identified areas of risks to appropriate level regarding internal and external stakeholder management.
- Be inquisitive and ask probing questions to identify areas of uncertainty.
- Provide high quality advice by tailoring responses to suit various audiences.
- Ensure regular reporting occurs as required and ad hoc requests are prioritised to be actioned within the current service levels.
- Prepare accurate and full incident reports that clearly outline the circumstances and are produced with the timeframes agreed.
- Maintain PC based databases as required including the ability to produce ad hoc reports as required.
- Develop and maintain business relationships by developing and implementing a quality orientated, timely service focused approach in service provided.
- Proactively build networks and positive working relationships with key stakeholders and service providers (both internal and external).
- Effectively interpret and communicate information.



WHAT YOU WILL BRING TO CORRECTIONS

Knowledge, Skills and Experience

- A working knowledge of the operations of the District Courts and the Corrections environment.
- Sound technical knowledge of computer systems, mapping and the use of Microsoft Office products.
- Demonstrated experience providing timely and accurate advice and guidance in a potentially high pressure/high risk environment.
- Ability to work efficiently and effectively to provide quality information while following stringent processes and procedures.
- Significant experience with attention to detail and good observation skills in order to ensure data is accurate.
- Ability to retain confidential information and understand the risks of not maintaining confidentiality is essential.
- Excellent communication skills, including oral, written, and listening.
- Excellent organisational and time management skills.
- Excellent relationship management skills.
- Ability to vary communication and leadership styles to meet the needs of different situations and individuals.
- Sound problem solving and decision-making ability in dynamic and often high-risk environments.
- Good levels of personal and professional resilience with the ability to maintain composure in high pressure situations.

Qualification

- XXXXXXX

Other Requirements

- Drivers Licence
- Probation Officer delegations
- To be required to travel



YOUR JOB COMPETENCIES

Service Focus

- Maintains a helpful and courteous approach when dealing with others.
- Clarifies expectations when providing a service and keeps client informed of progress.
- Anticipates the needs/concerns of those to whom a service is being provided.
- Prioritises and balances the needs of others in overall service provision.

Communication

- Listens to others and asks questions to clarify own understanding.
- Responds politely and sensitively to queries and alternative points of view.
- Is prepared to take on board others' ideas and suggestions.
- Produces written communication that is clear, concise, logical and understood by the reader.
- Communicates in a style appropriate to the recipient or audience

Responsiveness

- Acts fairly and impartially in all dealings with others, respecting their rights and needs.
- Demonstrates an understanding and respect for Maori, Pacific peoples' and ethnic minorities' values and beliefs.
- Incorporates cultural responsiveness, and EEO principles into work practices.
- Promotes EEO policy to peers and others.

Self Management

- Proactively obtains feedback about their own performance from peers and managers so that they can improve their performance.
- Accepts constructive criticism without becoming defensive.
- Alerts manager when overloaded, stressed, or having difficulty with specific tasks or areas of responsibility.
- Identifies and commits to learning and development opportunities.

Problem Solving

- Identifies and weighs up risk appropriately before taking action.
- Discusses options with manager where appropriate.
- Makes use of relevant and available information and consults others when developing workable solutions.
- Recognises the importance of IOM and its impact on analysis and development of options.

Commitment

- Shares the responsibility to maintain a safe and healthy workplace, carries out work-related activities in accordance with safe procedures and reports all hazards, accidents and incidents.
- Is familiar with the Code of Conduct and statutory confidentiality requirements.
- Acts with integrity at all times.
- Supports and models the organisation's values, taking responsibility for their own actions and decisions.

Teamwork

- Proactively shares information, ideas and experience with managers and peers.
- Encourages and supports team members and others they are working with.
- Promotes a work environment where others can exchange opinions and ideas.
- Co-operates with other staff outside their own service or group.

Work Management

- Processes work to the required standards (quality and timeliness).
- Identifies issues and problems and communicates these to manager in a timely fashion.
- Focuses on the task at hand and the work that needs doing without losing track of priorities.
- Is alert to connections and interrelationships between own workload and that of others and consults as appropriate.