

JUSTICE OF THE PEACE

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community <i>A City where people have the opportunity to connect and flourish</i>	Prosperous Economy <i>A City with a thriving economy that enriches its local community</i>	Clean And Green City <i>A City that values its natural environment</i>	Places For People <i>An accessible City where people love to be</i>
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Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes. Our systems, processes and tools are contemporary and reflect leading practice. Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference We serve our community well <ul style="list-style-type: none">• Deliver public good• Improve the quality of people's lives• Community focussed• Deliver Council's City Plan	Grow & Improve We improve our work everyday <ul style="list-style-type: none">• Innovate• Continuously improve• Problem solve• Adapt & change• Engage the community• Shape the future	Better Together We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none">• Trust, honesty, integrity• Care & support each other• Work as a team• We celebrate success• We are accountable• Open communication
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VOLUNTEER POSITION STATEMENT



The position is:

Position Title	Justice of the Peace	
Department & Section	Community Development	
Team	Customer Experience / Community Wellbeing	
Reporting to	Customer Experience Coordinator / VDO	
	Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

How does this position contribute to our community?

- Provides a free service in a safe and confidential environment for the public to access Justice of the Peace services

What does the position do?

- Acts as an independent and objective witness to documents people use for official or legal purposes
- Be part of a dedicated team of volunteers that provide a well utilised Justice of the Peace service during City of PAE business hours
- Complies with the relevant policies and procedures for reporting and supervision
- Records volunteer hours via Timeclock
- Other reasonable duties as required

The behaviours we expect the position to contribute to our workplace are:

- Empathetic, compassionate, caring and patient
- Effective communication and information sharing
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build sound work relationships
- Sound problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts

Qualifications for the position

- Must be a registered Justice of the Peace with the South Australian Attorney-General's Department
- Member of the SA Justices Association (optional)
- PAE Induction and relevant orientations are essential

Experience

- Experience in regular Justice of the Peace practices desirable but not required

Knowledge

- Knowledge of legal/official documents desirable but not required

Information Management/Cyber Security

- Appropriate information management practices are implemented
- Maintain knowledge and application of Council's IT systems relevant to role

VOLUNTEER POSITION STATEMENT



- Maintain a working understanding of and follow Council's cyber security controls

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment are maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Our Safety and Return to Work Commitments

All Volunteers

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014

Volunteer Signature: _____

Print Name: _____

Date: _____

Volunteer Development Officer OR
Program Coordinator Signature: _____

Print Name: _____

Date: _____