



Sheriff's Officer

Recruitment Information Booklet

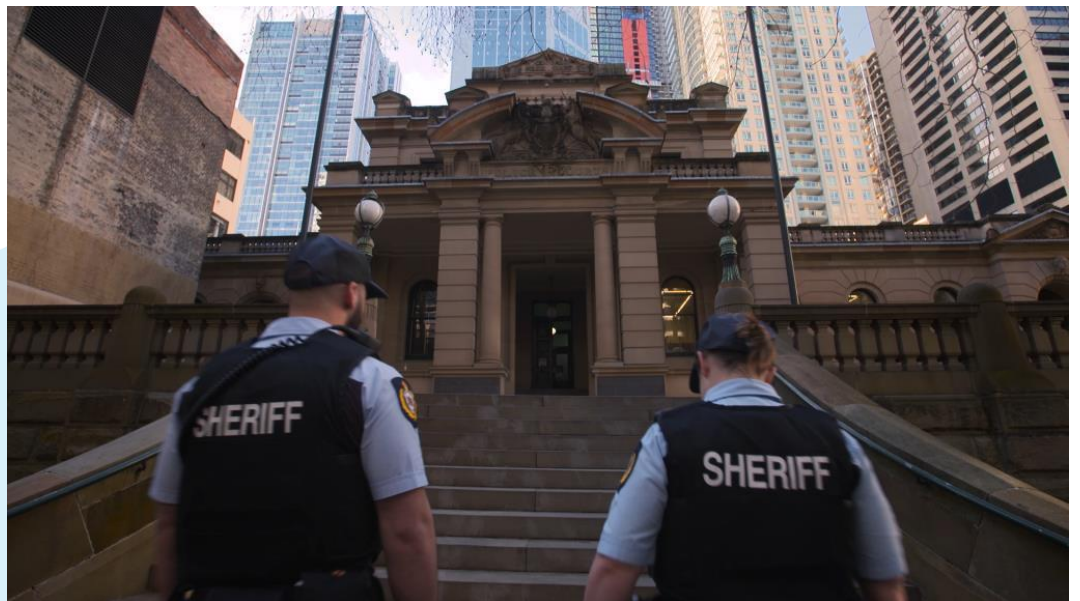


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An Introduction to the Department of Communities and Justice

From July 1, 2019, the Stronger Communities Cluster was created, bringing together and replacing the Family and Communities and Justice Cluster. This created an agency where NSW government services are targeted at achieving safe, just, inclusive and resilient communities.

“Our purpose is to help create a safe, just, resilient and inclusive NSW in which everyone has the opportunity to realise their potential.”

The Cluster is made of 7 divisions:

- Courts, Tribunals and Service Delivery
- Corrective Services NSW
- Child Protection and Permanency, District and Youth Justice Services
- Strategy, Policy and Commissioning
- Housing, Disability Services
- Law Reform and Legal Services
- Corporate Services

Our Ministers are the Hon. Mark Speakman, SC, MP (Attorney General), the Hon. Anthony Roberts, MP (Minister for Counter Terrorism, Corrections and Veteran’s Affairs) and the Hon. David Elliot, MP (Minister for Police and Emergency Services). Each cluster is led by a Secretary. The Department of Justice is led by our Secretary, Michael Coutts-Trotter.

Office of the Sheriff of NSW

At the Office of the Sheriff of New South Wales, we conduct law enforcement, security and support activities to ensure the safe and successful operation of state courts.

We also administer the NSW jury service system, a massive operation which involves more than 200,000 citizens each year. More than 400 specially trained Sheriff’s Officers, court officers and clerical staff are employed at 58 Sheriff’s offices across the state.

Court Security Services

Court security underpins the safe and efficient functioning of the courts and justice system.

Our security services maintain the security of court complexes, many of which have airport-style perimeter security and scanning. Uniformed sheriff’s officers ensure the safety of judicial officers, legal professionals and the public in all NSW courts and tribunals.

Law Enforcement

Our law enforcement responsibilities include serving subpoenas, summons, originating process and other orders issued by various NSW courts and tribunals. The Office of The Sheriff served over 65,000 court processes last year.

We also serve and enforce orders within New South Wales on behalf of commonwealth courts including the High Court, Federal Court and Family Court of Australia.

Sheriff's Officers enforce writs, warrants and Property Seizure Orders.

These writs and warrants range from the seizure and sale of personal (private assets) and property, to the apprehension of people and arrest of ships and cargo.

Administration of the Jury System

We administer the jury system of New South Wales, including preparing jury rolls for the 73 districts in the state and summons people to undertake jury service.

Courtroom Support

Our court officers provide support in court complexes and courtrooms. Their duties include preparing courtrooms for proceedings; calling and swearing in of witnesses; and handling exhibits. They also look after the welfare and comfort of jurors who are called for jury service.

What are Sheriff's Officers?

Sheriff's Officers are defined as law enforcement officers in terms of the Crimes Act 1900 (NSW) and enjoy certain provisions and protections prescribed by that legislation. They need to take an oath or affirmation of office in accordance with the Sheriff Act 2005 (NSW). They wear blue uniforms, similar to those of the police and carry appointments.

Our Mission, Vision and Values



Sheriff's Officers – what does the job involve?

Sworn uniformed Sheriff's Officers have law enforcement, security and other court related responsibilities under the direction and supervision of the Officer-in-Charge. The law enforcement duties include serving summonses and enforcing writs, warrants and orders issued out of the various courts. The security duties involve maintaining the security of court complexes and the safety of people attending these complexes.

The other court related duties involve the welfare and support of jurors and day to day support of court room operations. There is flexibility with placement as a Sheriff's Officer can be required to move between centres to meet work demands. Sheriff's Office centres and all Sheriff's Officers are expected to be part of that team approach.

Key accountabilities

- Support the efficient operation of the court by maintaining the security of court complexes and the safety of people attending these complexes.
- Undertake law enforcement duties in compliance with relevant legislation, policies and procedures
- Undertake court related duties including the support of jurors
- Use computer systems to accurately enter data
- Provide high quality client services
- Support the effective implementation of improved work practices
- Adapt to work in different jurisdictions
- Comply with departmental policies and practices such as harassment prevention, EEO, Code of Conduct, Work, Health & Safety, Ethical Work Practices, Disability Awareness and ATSI Strategies.

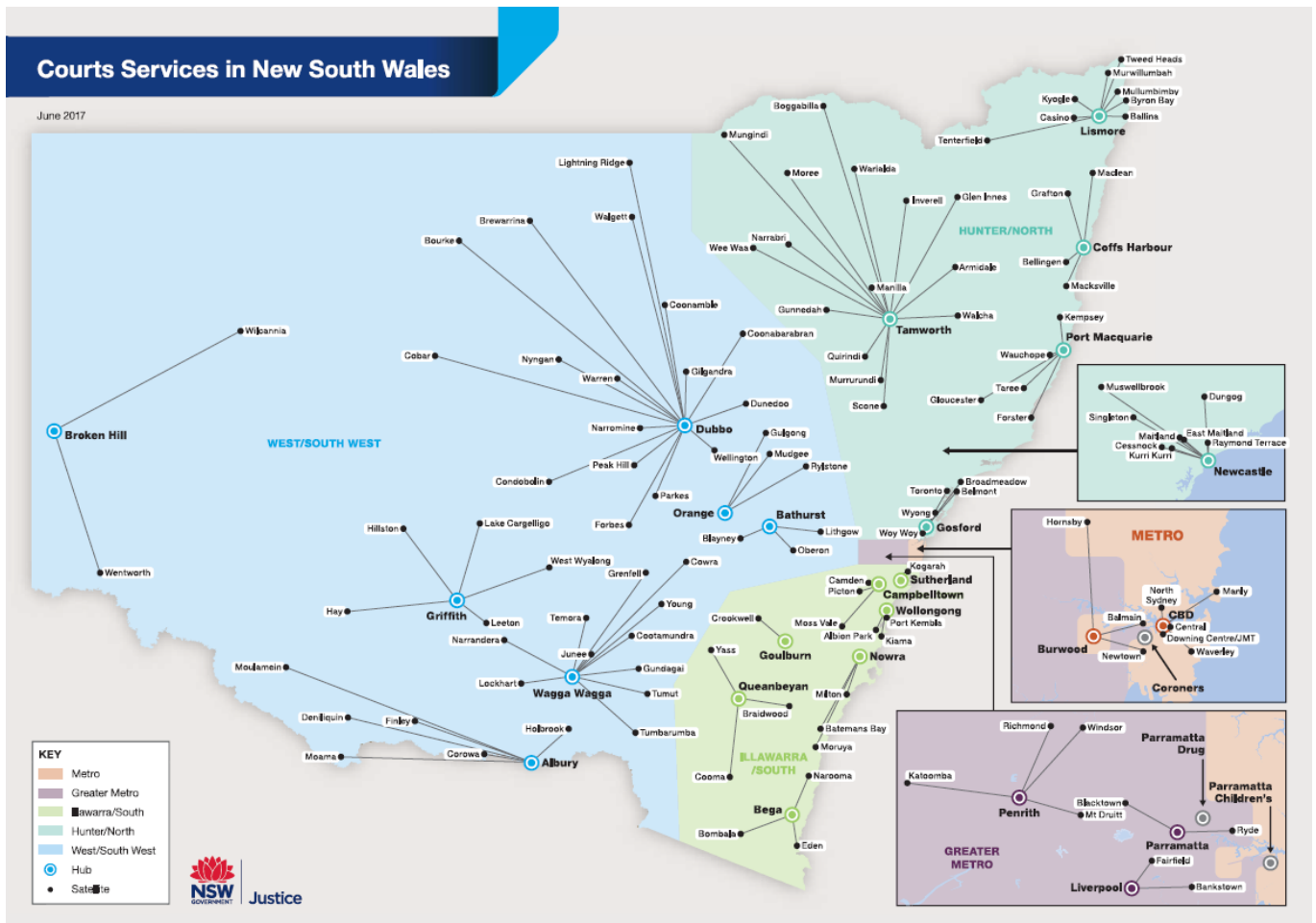
Application process

Following your application, you may be invited to progress to subsequent phases including:

- To undertake online testing
- Participate in a half day assessment centre at Parramatta which includes interviews and group activities
- Undertake a physical and medical assessment
- Completion of referee and background checks

Where could I be working?

Office of the Sheriff has more than 400 specially trained sheriff's officers, court officers and clerical staff employed at 58 sheriff's offices across the state. You will be able to select a preferred work location however appointment at this location will be subject to vacancies and operational requirements. During your career with the Office of the Sheriff, you may be transferred to an alternate location to suit business requirements.



Employment conditions

Salary

You will receive a salary of \$59,211 per annum (plus employer's contribution to superannuation and annual leave loading) in the first year of service during which time you undertake mandatory training. Upon successful completion of this period, the salary increases to \$64,779 per annum (Sheriff Officer first class), with increments up to \$70,425 per annum (plus employer's contribution to superannuation and annual leave loading).

Sheriff Officers also have the opportunity to apply for internal opportunities within various specialised units after one year of service.

Working conditions

Sheriff's Officers work on average 35 hours per week with the opportunity to accrue flex or complete overtime based on operational needs. A typical roster sees Sheriff's Officers work 20 x 8 hour shifts in a 28-day cycle, Monday to Friday.

Benefits

- Recreation (Annual) leave – 4 weeks
- Sick leave- 15 days per annum
- Family and Community service leave
- Extended (Long service) leave
- Uniform supplied
- Training and career development opportunities
- Corporate health and fitness program (Fitness Passport) with a choice of 200+ gyms and pools across NSW.

If you are interested in working in a regional area you may be eligible for additional recreation leave (5 days per annum) dependent on the location

Am I eligible for a role?

To be eligible for an ongoing appointment as a Sheriff's Officer with the Department of Communities & Justice, it is essential that you:

- Are an Australian Citizen or have permanent residency status in Australia
- Hold a current Australian Driver's License (P1 and above)
- Hold a current First Aid certificate
- Be physically and mentally fit

Appointments are subject to reference checks. Some roles may also require the following checks/ clearances:

- National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
- Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012


Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.



Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES			
Capability Group	Capability Name	Behavioural Indicators	Level
 Personal Attributes	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> • Be flexible and adaptable and respond quickly when situations change • Offer own opinions and raise challenging issues. • Listen when ideas are challenged and respond in a reasonable way. • Work through challenges. • Stay calm and focussed in the face of challenging situations 	Intermediate
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Behave in an honest, ethical and professional way • Build understanding of ethical behaviour • Follow legislation, policies, guidelines and codes of conduct that apply to your role and organisation • Speak out against misconduct and illegal and inappropriate behaviour Report apparent conflicts of interest	Foundational

FOCUS CAPABILITIES

 <p>Relationships</p>	<p>Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> • Focus on key points and speak in ‘Plain English’ • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others’ non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly 	<p>Intermediate</p>
 <p>Results</p>	<p>Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes</p>	<ul style="list-style-type: none"> • Complete own work tasks under guidance, within set budgets, timeframes and standards • Take the initiative to progress own work • Identify resources needed to complete allocated work tasks • Seek clarification when unsure of work tasks 	<p>Foundational</p>
	<p>Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines</p>	<ul style="list-style-type: none"> • Take responsibility for own actions • Be aware of delegations and act within authority levels • Be aware of team goals and their impact on work tasks • Follow safe work practices and take reasonable care of own and others’ health and safety • Escalate issues when these are identified <ul style="list-style-type: none"> • Follow government and organisational record-keeping requirements 	<p>Foundational</p>

FOCUS CAPABILITIES



Technology

Understand and use available technologies to maximise efficiencies and effectiveness

- Display familiarity and confidence when applying technology used in role
- Comply with records, communication and document control policies
- Comply with policies on the acceptable use of technology, including cyber security

Foundational

How to apply

The Office of the Sheriff is committed to ensuring that its workforce reflects the diversity of the community it serves by encouraging people from all parts of the community including Aboriginal and Torres Strait Islander people, women, and people from diverse linguistic and cultural backgrounds to apply.

If you are considering applying for a Sheriff's Officer position, we recommend you complete the online self-assessment questionnaire. Please note these questions are for self-assessment only and will not form part of the formal recruitment process.

Recruitment Process

Online Application

To apply for this role, submit an application online via iworkformsw.com.au and attach an up to date resume (maximum 5 pages) along with a cover letter (max 2 pages) outlining how you meet the capabilities of this role. To be considered for progression in the recruitment process, you must provide responses to the two targeted questions.

If you have applied for a Sheriff's Officer role within the last 12 months you need not apply to this advertisement.

Online Testing

You may then be invited to complete 2 types of online testing;

Psychometric testing – This test is used to measure candidates' mental capabilities and behavioural styles. They are designed to measure the applicant against the required characteristics and aptitude of the role. It will include aspects of verbal ability.

Online personality assessment – This test is used to gain insight into the candidates work style and preferences. It is designed to measure aspects of personality that are a predictive

of successful performance, relationship building, thinking style and task management. It is important to remember that this test is not a judgement of your personality.

Assessment Centre

The assessment centre is a half day where you will participate with a group of other candidates in a number of activities including, group activities, written task and individual interviews. These are normally conducted at Parramatta, however this will be modified as necessary to comply with COVID restrictions.

All candidates should take into account the following information to prepare for the interview:

- Be familiar with the work-related criteria outlined in the role description
- Think of specific examples of situations where you have applied the relevant skills and abilities
- Focus on the duties of the role and how they should be carried out, considering problems that may be encountered and how they would be resolved.
- Take time to think and answer each question and present answers clearly and concisely
- Use the interview to ask any questions you may have in relation to the position

On the day you will receive a briefing and be given the opportunity to ask questions to ensure you understand the requirements of each activity.

If you use glasses, you should bring these to the assessment centre.

Physical and medical assessment

As part of the process of becoming a Sheriff's Officer a pre-employment medical assessment will be undertaken to assess your physical and mental resilience capability.

At times, the duties of a Sheriff's Officer can be physical, and may involve running, bending, lifting heavy objects and being able to navigate obstacles in tight spaces. Sheriff's Officers may need to use self-defence and control/restraint techniques during a critical incident.

The medical assessment is designed to assess your overall health status, and whether you have any medical conditions which may impede your ability to safely perform the duties of a Sheriff's Officer.

The components of the medical assessment are directly related to the requirements of a Sheriff's Officer and are designed to test your core, upper body, lower limb, grip and overall strength and mobility. It includes push-ups, lunges, deep squats, hover/planking and strength tests. As the role is required to use X-ray scanning technology, it is mandatory for officers to have no colour blindness.

Mental resilience is also a requirement of Sheriff's officer as they can be regularly exposed to explicit information and footage relayed in court hearings including child and sexual assault matters. At times, this can be difficult for even the most physically competent person, but you will be provided with the support from the Department and colleagues in managing challenging situations.

You will also be required to complete details of your medical history, which may require us seeking further information from your medical practitioners. If required, this will be undertaken following your physical assessment. The best advice we can give you is to be honest in your disclosures when you are asked to complete the relevant screening and consent forms.

It is important that you prepare for the fitness assessment well in advance, as a second opportunity may not be provided should you fail to meet the required standards.

We encourage you to discuss this with your doctor prior to commencing any training and fitness regime.

If you do not feel you are currently fit enough to successfully complete components of the medical assessment, you may wish to reconsider applying at this time and take the time to focus on your health and wellbeing, including fitness. If you are not successful in your overall assessment as a Sheriff's Officer, you will not be reconsidered for another 12 months.

As a self-assessment you should aim for;

- 1) 25 push ups
- 2) 90 second plank/hover
- 3) Sit ups with feet held or under furniture x 20 and
- 4) Walking/running (a general level of CV is required, and workers should be walking at a fast pace for at least 30 minutes x 3 per week or similar)
- 5) Grip strength – 35kgs per hand

Reference Checks

After interviews, the department will start contacting referees from your current and/or former employers to verify your suitability for the role. It is recommended that you forewarn your nominated referees to ensure they are prepared to speak/report on your behalf.

Criminal History and Integrity Checks

Office of the Sheriff employees are subject to Criminal History and Integrity Screening. This screening process may include the searching of both state and federal Government databases to identify any convictions or associations you may have that could compromise your employment within the Department. It can also include investigations into suspension from employment, past employment performance and disciplinary records, spent convictions and pending charges.

The best advice we can give you is to be honest in your disclosures when you are asked to complete the relevant screening and consent forms. The circumstances for all applicants are assessed on a case-by-case basis, and a previous criminal conviction or pending charge may not necessarily preclude you from being employed with the Department.

Decision Panel

A decision panel is convened at the end of the selection process to make a final determination about your suitability for employment as a Sheriff Officer. The Decision Panel will make a holistic assessment of your application based on the available information at hand, including your written application, interviews, referee reports, psychological/medical assessments etc.

You will be notified in writing about the outcome of your application once the selection process is finalised. Applicants who are recommended at this stage will be included in the talent pool.

Talent Pool

If you are successful and are recommended for inclusion in the talent pool, you can be considered for an entry level Sheriff Officer vacancy when and as they arise. It is important to note that **inclusion in the talent pool does not guarantee you will be offered employment.**

Applicants are obliged to notify the Department if an event occurs that they suspect may affect their suitability or eligibility for the position while in the Talent Pool. This could include long-term illness/injury while awaiting an offer of appointment. Talent Pools are valid for a period of 18 months.

Successful Candidates

If offered and accept a role you will be required to successfully complete the Sheriff's Officer Recruit Training (SORT) course, which is a training course in the Greater Sydney area. This training will be undertaken over a 10 to 12-week period. During this course you will learn about the legislation and day to day job requirements of a Sheriff Officer. If you are from regional NSW (and are offered a regional role) accommodation will be provided whilst you undertake the training course, opportunity to go home on weekends may be limited.

Contact Us

For further information regarding the recruitment process:

Operational Capability and Performance Command

Office of the Sheriff

Department of Communities & Justice

Email: sheriffrecruitment@justice.nsw.gov.au