



Government of Western Australia  
Department of Corrective Services

# Job Description Form

## Department of Corrective Services Purpose

To provide a safe, secure and decent corrective services which contribute to community safety and reduced offenders' involvement in the justice system.

<b>Position Title</b> <i>Construction Instructor</i>		<b>Special Conditions</b>
<b>Effective Date</b> August 2015	<b>Position Number</b> 012711	<b>Level</b> VSO3
<b>Division</b> Adult Justice Services	<b>Directorate</b> Adult Custodial Operations	<b>Branch</b> Bunbury Regional Prison

### Divisional Outcomes

The Adult Justice Services Division is responsible for detention facilities, prisoner management programs that provide support and rehabilitation to adults who have offended, and the management of offenders in the community through probation and parole services. All these elements have a direct impact on the provision of corrective services provided by the Department; with the primary objective being to reduce offending, thereby protecting the community and guiding offenders towards a law abiding lifestyle. The role has primary accountability to fulfil obligations specified in corrective services legislation, and will consider staff welfare and community expectations, in particular victim concerns, in the achievement of key objectives.

### Directorate Outputs

The custody and control of prisoners  
The care and well-being of prisoners  
Reparation of the community  
A reduction to re-offending through the provision of training and appropriate rehabilitation programs.

### Branch Outputs

Managing the Prison to ensure security and good order is maintained in line with its business plan, resource management budget and statutory requirements;  
Managing the Prison to ensure the care, well-being and developmental needs of prisoners are met;  
Developing effective community and industry programs aimed at providing reparation to the community; and  
Managing the delivery and encouraging prisoner participation in programs aimed at preventing re-offending.

### Role of the Position

The Construction Instructor is responsible for the management of the prisons construction industry ensuring all projects comply with all statutory/regulatory requirements, codes and standards.

The position provides direct supervision and training of construction workers assigning task and overseeing the general completion of those task ensuring a safe working environment.

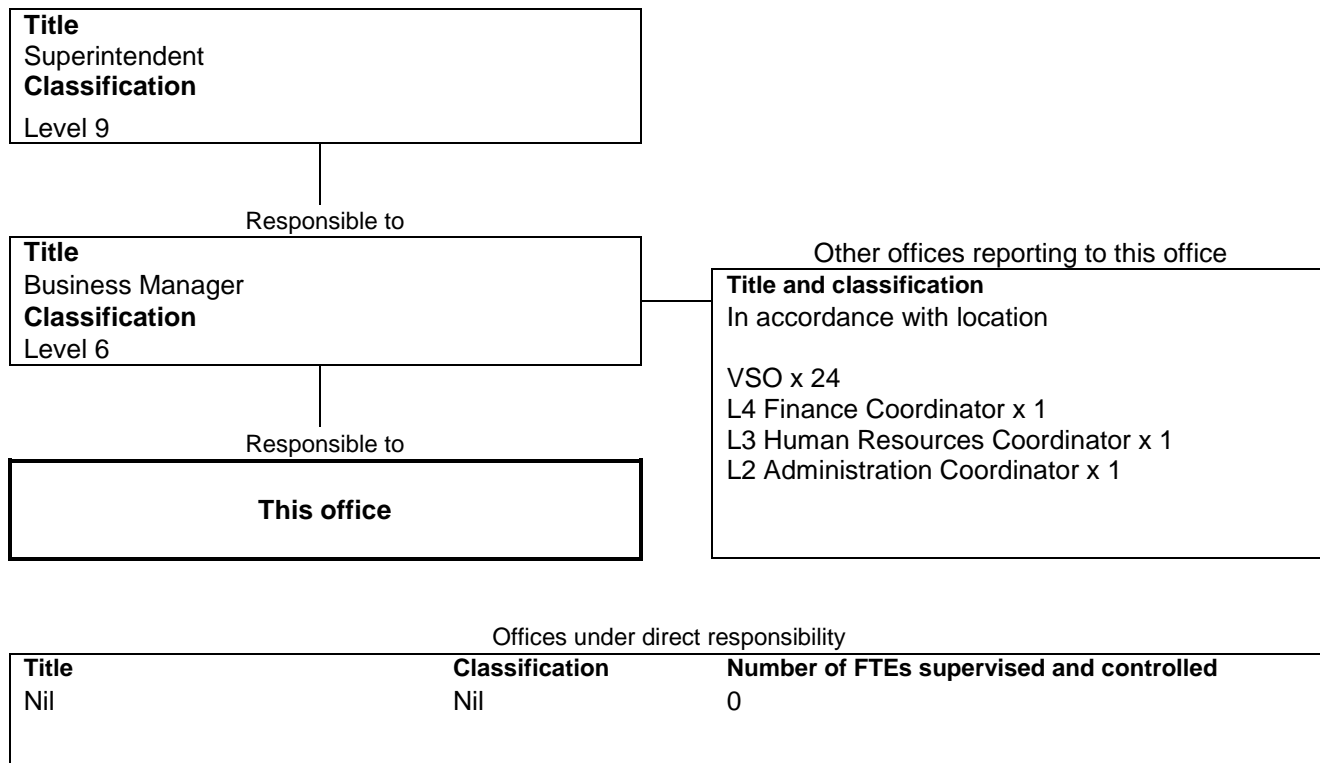
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<b>Responsibilities of this Position</b>		
<b>Production</b>		
<ul style="list-style-type: none"> <li>Undertake and complete construction projects in an efficient, timely and cost effective manner whilst producing a quality result within budget and on time.</li> </ul>		
<b>Management</b>		
<ul style="list-style-type: none"> <li>Ensures compliance with the Prisons' Act, Prisons Regulations, Local and Standing Orders, Administrative Directives and Emergency Procedures</li> <li>Responsible for the management &amp; reporting of budget allocated to the work area.</li> <li>Liaise with outside agencies in relation to procurement.</li> <li>Prepare submissions for the work required in the prison.</li> </ul>		
<b>Training &amp; Production</b>		
<ul style="list-style-type: none"> <li>Undertakes induction training on practices, machinery as well as procedures and on-the-job training of prisoners with different skill levels</li> <li>Where applicable provide instructions for the completion of workplace component of vocational training including traineeships and apprenticeships through on the job training</li> <li>Undertakes work within the prison to industry standards.</li> </ul>		
<b>Resource Management</b>		
<ul style="list-style-type: none"> <li>Maintains and coordinates the stock and purchasing of consumables for workshop either through supplier or prison stores</li> <li>Maintains safe and appropriate storage of stock and equipment for the workshop and work area</li> <li>Ensures all required equipment for the work area is in good working order.</li> </ul>		
<b>Managing Offenders</b>		
<ul style="list-style-type: none"> <li>Specifically responsible for the day to day supervision and instruction of prisoners within the work area</li> <li>Plans, schedules and controls daily work activity of prisoners within the work area</li> <li>Ensure the custody of prisoners is in accordance with the requirements of the good order of the prison. Undertakes the management of prisoners in a just and humane manner in keeping with prevailing community standards, having due regard to, harassment and discrimination against prisoners</li> <li>Is responsible for training, overall management, co-ordination and control of prisoners within the work area. Accounts for prisoners until handed over and where appropriate, initiates reports and/or disciplinary action against prisoners.</li> </ul>		
<b>Policies and Procedures</b>		
<ul style="list-style-type: none"> <li>Complies and works within approved and established Occupational Safety and Health Regulations and procedures</li> <li>Complies and works within approved and established security procedures and Code of Conduct</li> <li>Implement policies and/or procedures within the work area, and identifies and reports related gaps at an operational level</li> <li>Ensures that quality control procedures are established and maintained at all times.</li> </ul>		
<b>Workplace Relationships</b>		
<ul style="list-style-type: none"> <li>Ensures effective communication within and outside the team and in liaison with internal and/or external parties that include offenders, visitors, external providers / contractors, and community groups</li> <li>Work as a team along with other instructors and staff.</li> </ul>		
<b>Information and Knowledge Management</b>		
<ul style="list-style-type: none"> <li>Maintains appropriate records to track the expenditure, production and distribution of work area's products and services.</li> <li>Maintains appropriate employment and prisoner records attending the work area.</li> <li>Prepares various reports and correspondence on identified issues related to the work area, such as incident reports.</li> </ul>		
<b>Continuous Improvement</b>		
<ul style="list-style-type: none"> <li>Participates in the identification of and applies opportunities for continuous improvement</li> </ul>		
<b>Ethical Behaviour</b>		
<ul style="list-style-type: none"> <li>Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies</li> <li>Model good behaviour.</li> </ul>		
<b>Equity, Diversity and Occupational Safety and Health</b>		
<ul style="list-style-type: none"> <li>Applies and promotes the principles of equity, diversity, occupational safety and health in the workplace and behaves and manages staff in accordance with relevant standards, values and policies.</li> </ul>		
<b>Cultural Awareness</b>		
<ul style="list-style-type: none"> <li>Promotes and maintains cultural awareness ensuring respect and understanding of cultural groups, including the Aboriginal culture, society and obligations.</li> </ul>		
<b>Working With Women in Custody (Where applicable)</b>		
<ul style="list-style-type: none"> <li>Facilitates the effective management of women in custody requiring the ability to participate constructively within multi-disciplinary workplace teams in a case management approach, including working with the community, volunteer, government and non-government service providers, using appropriate conflict resolution and intervention strategies.</li> </ul>		
<b>Other Duties</b>		
<ul style="list-style-type: none"> <li>Other duties maybe required within the occupant's skill base under the Prisons Act.</li> </ul>		

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<b>Work related requirements (Selection Criteria)</b>	<b>Context within which criteria will be applied and/or general standard expected</b>
<b><u>ESSENTIAL</u></b>	
<b>1. Possession of a Trade Certificate or Relevant Work Experience</b>	A trade relevant to the projects being undertaken by the prison. Preferred trades include but are not limited to carpentry and joinery, plastering, painting and decorating, wall and ceiling fixing, wall and floor tiling, and roof plumbing.
<b>2. Ability to Provide Training</b>	Demonstrated ability to effectively deliver on the job training to offenders in both the workshop setting, and worksite settings.
<b>3. Team Building, Maintaining Relationships and Communication</b>	The ability to participate in and lead work groups, model integrity and manage effective workplace relationships to achieve positive outcomes. Effectively liaise with a broad range of stakeholders in both spoken and written forms, and in particular be able to write accurate incident reports. Have effective verbal communication and interpersonal skills and constructively engage offenders; adjust methods and style of communication to suit individual needs.
<b>4. Resource and Time Management</b>	The ability to manage human, financial and physical resources effectively to achieve outcomes. The ability to prioritise, organise and complete work within set timeframes.
<b>5. Cultural Awareness</b>	Providing services and programs in a culturally appropriate manner. Understanding of cultural and social issues, including those relevant to Aboriginal people.
<b>6. Computer Skills</b>	Familiarity with Microsoft business applications including Excel, Word and Outlook for word processing, data entry, spreadsheets and emails.
<b>7. Knowledge and Understanding of Women's Imprisonment Issues (where applicable)</b>	Awareness and sensitivity towards women's needs, including child rearing and parenting responsibility. Requirement for interpersonal communication skills to facilitate communication with women, children and families from diverse background including indigenous people. The ability to interpret and implement policies and procedures that are specific to working with women in custody.
<b><u>Pre- Appointment Requirements</u></b>	
Please note the following additional pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental policy and procedures. A successful applicant must:	
<ul style="list-style-type: none"> <li>• Complete the Employment Profile Assessment as determined by the DCS Recruitment Psychologist;</li> <li>• Receive a clearance through a National Criminal History check and the Departmental integrity assessment;</li> <li>• Possess a current 'C' class motor vehicle driver's licence;</li> <li>• Possess a valid Senior First Aid qualification (or equivalent) received from an accredited training provider or willing to undertake training within six months; and</li> <li>• Be willing to undertake training applicable to the role through the Department's Training Academy.</li> </ul>	
(NOTE: When applying for vacant positions, applicants are required to address the Work Related Requirements in the left-hand column only. The context and standards only provide general guidelines within which the Work Related Requirements will be applied).	

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### Reporting Relationships



### Location and Accommodation

Location  
Bunbury Regional Prison, Centenary Road, Bunbury, 6230

Accommodation  
Not Applicable

### Allowances / Special Conditions

The Contract of Employment specifies conditions relating to this position.

### Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

### Delegated Authority Approval

Signature	
Date	/      /