



Job Description Form

013533 Project Officer

(Movements)

Coordination Centre

POSITION DETAILS

Classification Level: 5
Award/Agreement: PSA 1992 / PSGOGA 2014
Position Status: Permanent
Organisation Unit: Operational Services Division, Security & Response Services Directorate
Physical Location: Perth CBD

REPORTING RELATIONSHIPS

Responsible to: 013122 Assistant Director Coordination Centre - Level 8

THIS POSITION: 013533 Project Officer - Level 5 - (*Movements*)

Direct reports: Nil

OVERVIEW OF THE POSITION

The Project Officer (*Movements*) coordinates all offender movements in consultation with relevant stakeholders including the Special Operations Group and / or the contractor, to ensure the safety, security of staff, public and offenders, minimise risk and ensure offender welfare, in line with operating procedures.

The position undertakes the delivery, maintenance and communications of the offender movement schedule to all relevant parties, and provides quality assurance and reporting on compliance with the schedule.

The position undertakes the tracking and reporting on the location of all offenders in real time. The position also assists with the management of offender movements when using a private contractor.

The Security & Response Services Directorate is responsible for the contemporary and strategic leadership of state-wide security, emergency support and drug detection functions for the Department. The Directorate has considerable influence on the delivery of integrated and optimised operational services, and support for evidence-based innovation throughout the Department.

JOB DESCRIPTION

As part of the operating standards team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation;
- Work to improve communication and model integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate; and
- Facilitate cultural and management reforms within the Department through leadership and engagement.

ROLE SPECIFIC RESPONSIBILITIES

- Coordinate the movements of all offenders and young people by public and private means (eg Special Operations Group or CS & CS contractor) to minimise costs whilst ensuring safety, security, risk minimisation and offender welfare.
- Review and advise, in consultation with the Prisoner Transport and Custodial Services Branch, on the management of all movements; when the private contractor option is used.
- Review and advise, in consultation with the Special Operations Group, on the management of all movements when the public (DCS) provider option is selected by Coordination Centre.
- Undertake thorough and consistent planning for all for offender movements; by ensuring the utilisation of all available intelligence information.
- Identify and ensure consideration is given to the specific health needs of the people being transferred.
- Coordinate, prioritise, maintain and communicate the offender movement schedule across all facilities, to relevant parties including the party selected to undertake the movement.
- Review all offender movements to ensure compliance with the offender movement schedule and report on schedule compliance.
- Provide reports on the physical location of all offenders in custody in real time when required.

- Carries out other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

JOB RELATED REQUIREMENTS

In the context of this position, the candidate must the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda; understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals; draw on information from a range of sources and use judgement to analyse findings work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to; assess project and program performance; identify areas of improvement and suggest changes to ensure positive outcomes; demonstrate flexibility and cope with day-to-day changes in priorities support projects to completion and a focus on quality in all areas of work are fundamental to this role.

Builds Productive Relationships

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and take the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them, and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen; understand and adapt communication styles to suit a range of audiences; listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Experience and skills in the delivery of security and risk management strategies within the context of the role specific responsibilities.

SPECIAL REQUIREMENTS/EQUIPMENT

Nil

CERTIFICATION

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

COMMISSIONER

Signature: _____ Date: _____

HR CERTIFICATION DATE: _____