



## 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> Cabinet Shop Supervisor		<b>Special Conditions</b> N/A
<b>Effective Date</b> January 2013	<b>Position Number</b> 010339	<b>Level</b> VSO 4
<b>Division</b> Adult Custodial	<b>Directorate</b> Custodial Operations	<b>Branch</b> Casuarina Prison

### Divisional Outcomes

Reduce re-offending; protect the community and direct offenders towards the adoption of law-abiding lifestyles.

### Directorate Outputs

Custody and containment;  
Care and well being;  
Reparation; and  
Development and reintegration.

### 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

Casuarina Prison is situated approximately 40km from the Perth CBD and is the state's largest maximum security prison designed to hold sentenced prisoners of all classifications from across the state. The Prison caters for adult male prisoners who have committed violent and/or other serious offences and who have long terms of imprisonment.

Within the overall prison service configuration, the key features of Casuarina Prison are:

1. To receive and house male maximum security sentenced prisoners;
2. To provide diversified vocational skills training and development leading to increased work opportunity on release;
3. To assist long term prisoners address specific offending behaviours; and
4. To act as a dispersal prison for long term prisoners.

The Cabinet Workshop Supervisor will undertake instruction and supervision in the Cabinet Shop for both prison and contract orders. This position supervises a team who develop and deliver cabinet trade induction and accredited training for offenders. Training is designed to maximise opportunities for offenders to gain employment upon release from prison. This position will provide relief assistance within the prison's workshops where required by management and is responsible for the provision of productive work for prisoners in all facets of the cabinet work industry at the prison.

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### Responsibilities of this Position

#### Cabinet Workshop Management

Responsible for the overall management and supervision of all aspects of workshop operations. Coordinates the development and delivery of training relevant to cabinetry and associated activities designed to improve and enhance offenders' skills.

Provides accredited training for the completion of traineeships/apprenticeships through on-the-job and classroom training.

Responsible for the control of prisoners within the workshop.

Ensures proper instruction in the use of equipment through the development and delivery of induction training in workshop practices and procedures.

Manages the workshop budget and coordinates the use of contractors for the purpose of maintaining stock, equipment, providing and receiving supplies.

Provides effective team leadership including support, work planning and resourcing.

Implements, coordinates and monitors the Performance Appraisal and Development System for subordinate staff and reports on the assessment tools and individual development plans.

#### Information and Knowledge Management

Develops and maintains appropriate systems to track the stock records, production and distribution of workshop products.

Maintains the appropriate employment and prisoner records attending the workshop.

Prepares various reports and correspondence on issues related to the workshop, including production targets, incident reporting and Occupational Safety and Health etc.

#### Policy and Procedures

Complies and works within established safety and security procedures.

Ensures compliance with relevant legislation, guidelines and procedures.

Implements policies and procedures and identifies and reports on shortfalls at an operational level.

Ensures quality control procedures are established and maintained.

Ensures the custody of prisoners is in accordance with the requirements for the good order of the prison.

#### Workplace Relations

Identifies and discusses any issues with the effectiveness of the operations of the workshop with the Manager Industries and Facilities.

Ensures effective communications within the team and with internal and external parties, including offenders, visitors and external providers.

Participates in identifying opportunities for continuous improvement within the team.

#### Ethical Behaviour

Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.

#### Equity, Diversity and Occupational Safety and Health

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.

#### Other

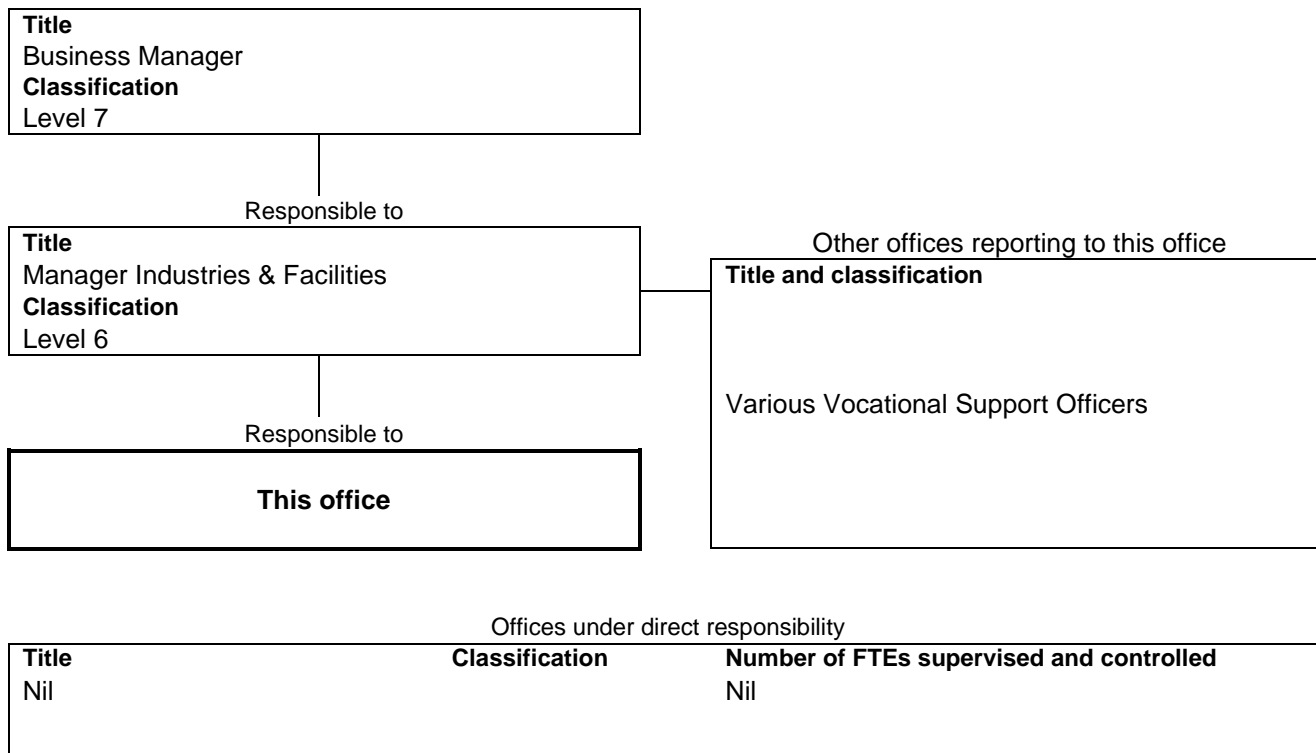
Other duties as directed.

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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>Essential</b>	
1. <b>Possession of accredited qualifications in a cabinetry trade.</b>	
2. <b>Possession of a Certificate IV Assessment and Workplace Training or approved equivalent.</b>	
3. <b>Supervisory skills.</b>	Supervising a team including the planning, prioritisation and delegation of workloads to ensure timeframes are met. Performance management of staff and providing staff with development opportunities. Allocating and accounting for the use of resources in an efficient manner.
4. <b>Communication and interpersonal skills.</b>	Effectively liaising with a broad range of stakeholders both orally and in writing. Working professionally with others in a team environment.
5. <b>Current First Aid accreditation.</b>	
6. <b>Computer skills.</b>	Utilising programs and applications for word processing, data entry and spreadsheets.
7. <b>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>Pre-Appointment Requirements</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; 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  
Casuarina Prison, 288 Orton Road, Casuarina, WA, 6167

Accommodation  
N/A

### 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

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