



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.

Position Title Special Transfers Coordinator		Special Conditions
Effective Date October 2012	Position Number 6009	Level 6
Division Offender Management & Professional Development	Directorate Sentence Management	Branch Sentence Management

Divisional Outcomes

The *Offender Management and Professional Development Division* provides rehabilitative services incorporating education, program delivery, health services, professional development, recruitment, training, performance management and sentence management.

Directorate Outputs

Provision and compliance with sentence calculations;
 Provision of timely and accurate information to sentencing and releasing authorities;
 Provision of legislative and policy advice;
 Monitoring assessment, security classifications, individual management plans and placement of prisoners;
 Compliance with legislative requirements in relation to parole, re-socialisation programs and absence permits for the purposes of Home Leave and compassionate grounds; and
 Provision of departmental representation on the Prisoners Review Board.

Branch Outputs

The Sentence Management Directorate provides advice and support to the Division in its delivery of the core business functions.
 The focus of the Directorate is monitoring and ensuring compliance with legislative requirements and provision of advice to the Prisoners Review Board.
 The Directorate provides key strategic advice in respect to the impact of changes to legislation, policy and practices in regard to offender management.

Role of the Position

Coordinates activities and investigates, develops and implements complex strategies, initiatives or programs, to meet client needs and contribute to the achievement of the Directorate's purpose and strategic business plan.
 Coordinates the interstate and international transfer of prisoners.
 The role will have a specific focus on the integration of sentence management practices and the implementation of strategies and review the impact of changes to legislation, policy and practices in regard to offender management.

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Responsibilities of this Position

Planning, Management and Leadership

Provides management, coordination and leadership to project team/s undertaking complex projects and/or components of major high profile projects to investigate major issues and/or develop and implement significant strategies or programs at a Division/Branch or departmental level.

Develops detailed project statements, strategies, risk management and action plans to manage the initiatives, identify dependencies and integrate the initiatives with strategic and business plans.

Leads and coordinates the development of strategies and methods to evaluate the effectiveness of implemented initiatives.

Coordinates and manages the investigation and analysis of complex issues, policies, practices and/or procedures to identify relevant factors and opportunities for improvement.

Coordinates the interstate and international transfer of prisoners.

Monitors progress, the implementation and evaluation of outcomes and ensures that change options and proposals are investigated and negotiated with the relevant manager.

Consultation and Stakeholder Relationships

Negotiates with consultants, contractors, external agencies and senior departmental personnel.

Provides advice to management including the conduct of information and/or training sessions.

Consults and liaises with State and interstate government agencies and non-government bodies, business/program area managers within the Department and all areas having an interest in, or which will be impacted by the recommendations.

Represents the Department and contributes to the work of interdepartmental and intergovernmental committees and taskforces.

Responds to Ministerial requests relating to reviews and evaluations.

Information and Knowledge Management

Monitors and ensures the effective use of information and knowledge for the team/s.

Ensures the appropriate use of technology and records management in meeting management, administration and contract management deliverables.

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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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
Essential	
1. Research and Analysis	Conceptualising and analysing issues to develop feasible solutions. Coordinating research and analysis of complex problems. Identifies problems and develops effective solutions to achieve positive outcomes.
2. Planning and Management	Assists in the development and implementation of strategies to influence the success of the Department's risk assessment and management of offenders. Sets and meets priorities to achieve outcomes within set time frames. Develops, implements, monitors and evaluates relevant policies and standards.
3. Communication and Interpersonal Skills	Establishes effective working relationships and networks, and communicates persuasively with a diverse range of staff, internal and external stakeholder and client groups. Provides advice to management and interested parties. Effective written, oral and interpersonal communication skills including report writing.
4. Knowledge	Knowledge of legislation, policy and procedures relating to sentence management and offender risk assessment methods.
Desirable	
5. Qualifications	Tertiary qualifications in a behavioural science or related field.
(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

Title
Deputy Commissioner OMPD
Classification
Group 1 Min

Responsible to

Title
Director Sentence Management
Classification
Level 8

Responsible to

This office

Other offices reporting to this office

Title and classification

 Manager Release Planning L7
 Manager Sentence Management L7
 Departmental Representative, Prisoners Review Board L7 x 3
 Correspondence Officer L5
 Executive Officer L4

Offices under direct responsibility

Title	Classification	Number of FTEs supervised and controlled
Nil		

Location and Accommodation

Location

Accommodation

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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