



Job Description Form

013768 Assistant Director Operational Training

Operational Training

POSITION DETAILS

Classification Level:	7
Award/Agreement:	PSA 1992 / PSGOGA 2014
Position Status:	Permanent
Organisation Unit:	Operational Services Division, Learning and Professional Development Directorate
Physical Location:	Department of Corrective Services Academy, Bentley

REPORTING RELATIONSHIPS

Responsible to: 013538 Director –Level 8 (Learning & Professional Development)

THIS POSITION: 013768 Assistant Director Operational Training – Level 7

Direct reports:

- Senior Team Leader Custodial Training – Level 6
- Senior Team Leader Specialised Training – Level 6
- Senior Team Leader Adult Community Corrections Training – Level 6
- Senior Team Leader Youth Justice Training – Level 6
- Senior Coordinator Satellite Training – Level 6

OVERVIEW OF THE POSITION

The Learning and Professional Development Directorate plays a key role in the achievement of the Department's Strategic Platforms by providing essential services. The Directorate will be accountable for developing and delivering training including conducting assessment and selection processes to establish ongoing pools of available entry level candidates to achieve the Department's vision of Right People – Trained Right.

The Directorate's Operational Training Branch is accountable for delivering and coordinating operational training and general training as required and approved by the Operating Standards and Procedures Directorate.

The Assistant Director Operational Training is responsible for the management, coordination and supervision of the Operational Training Branch. The position manages, advises, promotes and

coordinates the delivery of Corrective Services Academy activities and training for all Departmental staff, with an emphasis on operational training.

Assistant Director Operational Training informs and provides advice to the Director Learning & Professional Development Directorate on emerging issues and trends, and acts as a positive change agent, contributing to continuous improvement in an environment of reform.

JOB DESCRIPTION

As part of the Learning & Professional Development 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;
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Department's interest on committees and working groups as required.

ROLE SPECIFIC RESPONSIBILITIES

- Direct and administratively control the Operational Training Branch including the planning and implementation of training and delivery mechanisms, the setting of objectives, reviewing of methods, staffing, assuming responsibility for operational costs, budgets and contract management.
- Demonstrate leadership and build high performing, strong, cohesive and resilient teams.
- Accountable for the state wide delivery and oversight of quality, consistent and responsive operational training, general training and refresher courses that have had their content and curriculum established by the Learning Support Services Branch. The content and curriculum of training is to be as required and approved by the Operating Standards and Procedures Directorate and is to be in accordance with the strategic direction of the Department.
- Oversee the operations of the Operational Training Branch by directing and assisting staff as required, providing advice, coaching and mentoring to Senior Team Leaders to develop and enhance their capabilities.

- Monitor the progress of Senior Team Leaders in the performance of their duties.
- Oversee the preparation of training schedules and training programs for operational training and refresher courses required for Department staff.
- Actively participate in the formulation and achievement of objectives, strategies and priorities that support the effective functioning of the Directorate.
- Ensure the quality of operational training and general training delivery and assessment is to Directorate required standards.
- Oversee the assessment of Trainee's performance at the completion of entry-level foundation training period and recommend or not recommend approval to graduate based on Trainee's performance and competency.
- Oversee the assessment of the Probationary Officer's performance prior to the completion of the probationary period and recommend or not recommend approval to transition to Officer status based on Probationary Officer's performance and competency.
- Assist the Learning Support Services Branch in sourcing and assessing external training service providers.
- Provide feedback to assist the Learning Support Services Branch in continuously improving training.
- Oversee the writing of training manuals and preparation of education materials in order to deliver approved training content and curriculums to required standards.
- Assist Learning Support Services Branch in developing the Department's training e-learning modules.
- Ensure training delivered to staff is recorded in the Department's Learning Management System.
- 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 the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; provide direction to others regarding the purpose and importance of their work , set work tasks that align with strategic objectives and communicates the expected outcomes, understand the Department's objectives and aligns project activities accordingly, consider the ramifications of identified issues and evaluate their potential impacts on work plans and operational goals, gather and investigate information from a range of sources and explore new ideas and

different points of view, investigate best practice approaches that may enhance service delivery are important for this role.

Achieve Results

The ability to; critically review project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, identify key talent that will enhance and support performance, remain flexible and responsive to changes in requirements, seek specialist expertise and capitalise on the expert knowledge and skills of others, set clear plans and timeframes for project implementation and outlines specific activities that support success, respond in a positive and flexible way to change and uncertainty, share information and own expertise with others, see projects through to completion, monitor project progress and adjusts plans as required to meet deadlines, commit to achieving quality outcomes and seek feedback from stakeholders to gauge satisfaction are all fundamental to this role.

Builds Productive Relationships

The capacity to; build and sustain relationships with a network of key people internally and externally, be proactive in offering assistance for a mutually beneficial relationship, anticipate and be responsive to internal and external clients' needs, involves, encourages and recognises the contributions of people, consult and share information and ensures that others are informed of issues, work collaboratively with the team, encourage the exploration of diverse views and try to see things from different perspectives, identify learning opportunities and strengths within the team and delegate tasks accordingly, set clear performance standards and provide timely praise and recognition, provide constructive objective feedback in a manner that gains acceptance and achieves resolution, deal with poor performance promptly are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

This role requires; a high level of personal commitment to integrity, professionalism, probity and personal development, adherence to the Code of Conduct, the ability to stand by own position when challenged, to seek advice and guidance when required, takes personal responsibility for meeting objectives and shows initiative and acts proactively to progress work to meet deadlines, able to remain positive and respond to pressure in a controlled manner – continues to progress work despite criticisms and setbacks, a strong commitment to learning and self-development and acceptance of challenges and new opportunities. Engage with risk by providing impartial and forthright advice, constructively challenging important issues and proposing solutions. Actively identifies and manages risk issues escalating as required.

Communicates and Influences Effectively

A demonstrated ability to: present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences, approach negotiations with a strong grasp of key issues, able to frame persuasive arguments that take account of opposing views, encourage support from relevant stakeholders, strive to achieve outcomes that benefit both parties are all requirements for this role.

Role Specific Criteria

Nil

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: _____