



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 Laundry Manager		Special Conditions
Effective Date October 2016	Position Number 1090	Level VSO 4
Division Adult Justice Services	Directorate Custodial Operations	Branch Greenough 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

Adult Custodial Operations is responsible for the security and safe management of adult offenders in prisons throughout Western Australia.

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, wellbeing 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 Laundry Manager will supervise and instruct other members of the laundry team to control and organise all aspects of laundry operations. The Laundry Manager is also responsible for ensuring the provision of productive work and training programmes for prisoners in all facets of the laundry industry at the Prison.
The Laundry Manager will be expected to work Monday to Friday (and alternate Public Holidays).

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Responsibilities of this Position

Training

- Undertakes appropriate on the job training of prisoners with different skill and knowledge levels.
- Undertakes induction training on laundry practices and procedures when required.
- Provides assistance and instruction to those prisoners participating in and achieving qualifications when required.

Resource Management

- Maintains and coordinates the stock and purchasing of consumable products for the laundry.
- Maintains safe and appropriate storage of cleaning chemicals, stock and equipment for the laundry.
- Ensures all required equipment for the laundry is in good working order, through consultation with the Maintenance Officer.
- Establishes appropriate production programs and delivery schedules for the laundry.

Policies and Procedures

- Supervises Laundry Assistant.
- Complies and works within approved and established Occupational, Safety and Health Regulations and procedures.
- Complies and works within approved and established security procedures.
- Follows workplace policies and procedures within the prison to achieve tasks.
- Implement policies and/or procedures within the laundry and identifies and reports related gaps at an operational level.
- Ensures that quality control procedures are established and maintained at all times.

Managing Offenders

- Specifically responsible for the day to day supervision and instruction of prisoners within the laundry.
- Plans, schedules and controls daily work activity of prisoners within the laundry.
- Ensures the custody of prisoners is in accordance with the requirements for the good order of the prison.

Contract Management

- Manage the contract provisions of goods and/or services for outside contracts.
- Prepare and/ or evaluate submissions for tender to secure contracts for the laundry in conjunction with Business Manager when required.

Workplace Relationships

- 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.

Information and Knowledge Management

- Maintains appropriate records to track the expenditure, production and distribution of laundry products.
- Reconcile accounts and issues invoices for services provided to outside contracts.
- Maintains appropriate employment and prisoner records attending the laundry.
- Prepares various reports and correspondence on identified issues related to the laundry. (This includes such things as production targets, Occupational Safety Health, incident reports, etc).

Continuous Improvement

- Participates in the identification of and applies opportunities for continuous improvement within the work area.

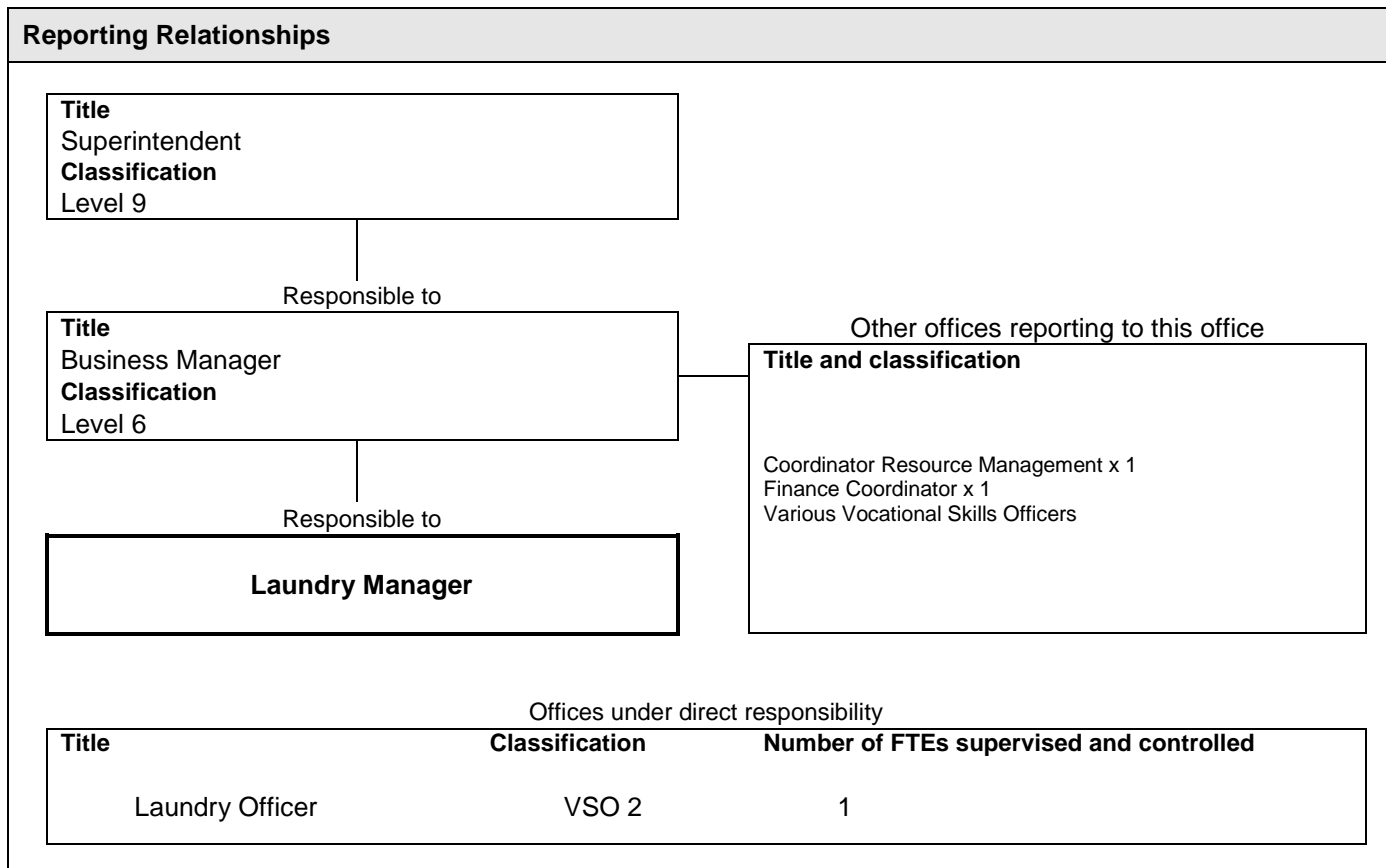
Other Duties

- 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. Possession of a relevant trade qualification or approved equivalent	Possession of a Certificate III in Laundry Operations and/or relevant experience within the laundry operations industry, including a working knowledge of large scale commercial laundry operations.
2. Information and Knowledge Management	The ability to use, record, report and maintain clear exchange of information and knowledge to complete set tasks whilst maintaining security and confidentiality.
3. Team building and maintaining relationships	The ability to develop, maintain and participate in work groups to achieve positive outcomes.
4. Communication and Interpersonal Skills	Utilising written and oral communication to convey information to different audiences. Working professionally with others in a team environment.
5. Resource Management	The ability to use allocated physical and financial resources effectively to achieve outcomes.
6. Computer Skills	Current computer literacy skills, such as Word, Excel and e-mail.
<u>Pre-Appointment Requirements</u>	
Please note the following pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental Policy and Procedures. A successful applicant must:	
<ol style="list-style-type: none"> 1. Complete the Employment Profile Assessment as determined by the DCS Recruitment Psychologist; 2. Receive a clearance through a National Criminal History check and the Departmental integrity assessment; 3. Possess a current 'C' class motor vehicle driver's licence; 4. Possess a valid Senior First Aid qualification (or equivalent) received from an accredited training provider; and 5. Be willing to undertake training applicable to the role through the Department's Training Academy. 	
(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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Location and Accommodation
Location Greenough Regional Prison
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	/ /