



Classification Evaluation Date: 26/09/2013

Current Version Date: 13/10/2014

JOB DESCRIPTION FORM

OFFICE OF THE INSPECTOR OF CUSTODIAL SERVICES

ICS00018; INSPECTIONS AND RESEARCH OFFICER (POOL)

POSITION DETAILS

Classification/Level	Level 6
Award/Agreement	PSA
Org Unit	Operations
Physical Location	Perth

REPORTING RELATIONSHIPS

Number of Positions Supervised 0

SUPERVISOR

Position Number	ICS00001
Position Title	Operations Director
Classification/Level	Level 8

ORGANISATIONAL CONTEXT

This section provides a synopsis of both the wider and immediate context in which the position operates.

The Office is an independent statutory body with a strong focus on performance standards in custodial facilities and the rights of staff and people in detention. It reports to Parliament, providing a high level of transparency and accountability.

The Office's responsibilities include:

- inspecting adult custodial facilities, juvenile detention centres, court custody centres and custodial transport services at least every three years;
- conducting reviews of specific aspects of a custodial service or a specific custodial experience of individuals or groups;
- managing the Independent Visitors Scheme; and
- carrying out thematic reviews of system-wide prison services.

The Inspections and Research Officer is part of the Operations team which is responsible for the regular inspection and ongoing monitoring of custodial facilities across the state.

SUMMARY OF RESPONSIBILITIES

This section provides a brief summary of the key functions of the position.

- Is responsible for a portfolio of custodial facilities with responsibility for undertaking at least four structured formal liaison visits to each facility every year, or in the case of custody centres and work camps, at least once each year;
- In consultation with the Principal Inspections and Liaison Officer, and the Director Operations, plans and coordinates inspections, and prepares draft reports for facilities within their portfolio;
- Participates as a member of a team in regular inspections; and
- Assists the designated Coordinator in the monitoring of reports from Independent Visitors and liaises with them about facilities within their portfolio.

WORK DESCRIPTION

This section outlines the results and outcomes required of an individual in this position.

1. Support for the Inspector of Custodial Services
 - Provides assistance and support for the Inspector of Custodial Services in relation to the performance of relevant functions arising under the *Inspector of Custodial Services Act 2003*.
 - Undertakes research for special project topics as determined by the Director of Operations.
2. Plans and coordinates inspections
 - Draft inspection reports under tight timeframes
3. Participation in the Inspection Team
 - Contributes to the establishment and maintenance of custodial service inspection standards, methods and procedures.
 - Participates in the planning, inspections and reviews of custodial places and services.
 - Undertakes research in relation to inspection reports to ensure findings are consistent with best practice.
4. Policy and Planning
 - Undertakes environmental scanning to identify future issues, trends and best practice in custodial services.
 - Participates in the development, evaluation and communication of strategic direction and policy and ensures that all plans are integrated and consistent with the objectives of the Office.
5. Liaison officer responsibilities for a portfolio of custodial facilities
 - Undertakes regular formal, structured liaison visits to each of the officer's allocated facility
 - Liaises with allocated facilities to maintain up to date knowledge about its operating environment
 - Contributes to the development of the framework for and participates in stakeholder consultant and support.

- Liaises with relevant external agency personnel associated with custodial services inspections.
- Liaises with the Independent Visitor Scheme to facilitate referrals and responses.
- Establishes and maintains effective relationships with custodial service agencies.

6. Dynamic Resourcing

- The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility to support the organisation's achievements and the incumbent's development.

Policies & Regulatory Framework: All duties shall be performed in accordance with the policy and regulatory framework in which the Office of the Inspector of Custodial Services operates.

WORK RELATED REQUIREMENTS

This section outlines the mix of pre-employment requirements and competencies required of an individual in this position. The following is to be read in the context of the preceding sections of this document.

Essential

1. Highly developed investigative, research, analysis and evaluation skills demonstrating sound judgement and ability to draw sound conclusions.
2. Demonstrated ability to plan and manage projects having strong organisational skills and the ability to work under pressure and to tight deadlines
3. Demonstrated negotiation, facilitation and consultation skills, with the ability to build and maintain effective relationships with diverse groups.
4. Excellent writing skills to produce high quality written reports in a tight timeframe which suit a range of audiences.
5. The ability to work independently as well as to be a constructive and positive member of a small team.
6. Ability to work effectively within the values of this Office, demonstrating high levels of integrity and a willingness to learn.

Desirable

7. Tertiary qualifications in a relevant (human services) discipline is desirable.

ADDITIONAL REQUIREMENTS

This section outlines the additional requirements and competencies required of an individual for employment in this office.

Unless otherwise stated in the Job Description Form, all positions within the Office of the Inspector of Custodial Services require the occupant to be able to use a personal computer and have a working knowledge of Microsoft Office software; digital cameras; and audio equipment.

As the role will involve visits to remote and country locations applicants are expected to hold a current Class C WA Driver's licence.

'Australian Permanent Residency' status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis applicants only require a valid Work Visa for the duration of the entire advertised term.

A 100 point identification check and Criminal Records Screening clearance will be conducted by the Office prior to recommendation for appointment.

CERTIFICATION

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

Signature: _____
Inspections and Research Officer

Date: / /

Signature: _____
Andrew Harvey – Deputy Inspector