



Government of Western Australia
Department of Corrective Services

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 Assistant Superintendent Operations		Special Conditions
Effective Date October 2016	Position Number 013901	Level 7
Division Adult Custodial	Directorate Custodial Operations	Branch Broome 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

Broome Prison is a minimum-security prison for males (females short term when the need arises) the facility also accommodates medium and maximum-security prisoners for short periods and is centrally located within the Township of Broome, 2,400 km north of Perth. Broome Prison is the receipt hub for new prisoners within the region and forms part of the Kimberley Custodial infrastructure within the Kimberley Region, with West Kimberley Regional Prison located in Derby and Wyndham Work Camp located in Wyndham.

As a member of the senior management team, the Assistant Superintendent Operations contributes significantly to strategic leadership, direction and management of the Prison to ensure all statutory and departmental requirements and best practice service delivery standards are met.

The Assistant Superintendent Operations:

- Provides strategic management of prison operations including managing prisoner accommodation, the At Risk Management System (ARMS), Support and Monitoring System (SAMS) and discipline and grievances;
- Manages reception procedures, prisoner movements, legal releases, bail processes, transfers and health transfers and represents the Prison on Departmental and external committees, meetings and forums.

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Responsibilities of this Position

Strategic Leadership and Coordination

- As a member of the senior management team contributes to the identification of emerging issues and the development and implementation of Departmental and local policies, practices, procedures and initiatives and operational processes
- Has the responsibility, authority and accountability of the role of second in charge to the Superintendent
- Oversees the management of the Prison's accommodation, unit management and hierarchy/privilege structure
- Develops and implements ongoing drug management strategies
- Manages the administration of the suicide prevention strategy, ARMS and SAMS, and Prisoner At Risk Assessment Group (PRAG) meetings.
- Directs the management of prisoner discipline systems and arbitrates the granting of loss of privileges within the parameters established by policy directives.
- Provides leadership and direction of the bullying/violence reduction strategies
- Ensures compliance with the procedures outlined in Policy Directive 30.
- Ensures compliance with legislation, standards and other requirements.
- Contributes to overall prison management by reporting through the use of benchmarking and performance indicators and striving for continuous improvement in operations and the services provided

Resource Management and Service Delivery

- Manages the prison population. Develops count management reports in a timely manner
- Manages reception procedures, prisoner movements, legal releases, bail processes, transfers and health transfers in liaison with Health Services staff, in line with state wide policy
- Ensures compliance with court administrative procedures in regards to videolink appearances.
- Ensures the management of young/vulnerable/special needs offenders is in accordance with state wide policy
- Chairs the Prisoner Risk Assessment Group (PRAG), Support and Monitoring System (SAMS) and Crisis Care Unit and paediatric meetings (where applicable)
- Manages prisoner communications in line with Departmental policy
- Contributes to the development, management and review of operational and business plans and annual budgets
- Implements, coordinates and monitors the Performance Appraisal and Development System (PADS) for subordinate staff and reports on the assessment tools and individual development plans
- Manages the prisoner/staff complaints/grievance system, ensuring appropriate and timely responses.
- Responds appropriately to Freedom of Information requests.
- Monitors the prison's hygiene/ environmental standards and ensures compliance with departmental standards.
- Ensures the maintenance of effective staffing levels in relation to agreed staffing models and principles of muster management
- Undertakes self-auditing and examinations of service delivery and operational processes of the position's functions and provides peer auditing as required

Stakeholder Management and Relationships

- Maintains a regular exchange of information with Prison Support Officers in regards to at risk prisoners
- Liaises with Health Services and reports to the Superintendent on relevant issues pertaining to the health needs of prisoners and custodial/operational concerns
- Investigates and responds appropriately to Ombudsman and Ministerial inquiries in relation to prison services and prisoner concerns

Ethical Behaviour

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

Continuous Improvement

- Continuously improves services provided by the Prison. Identifies opportunities to utilise financial and physical resources more efficiently. Seeks opportunity for service and productivity improvements through effective change strategies.

General

- Contributes to the management of the prison in order to achieve prison outputs. Represents the prison on appropriate committees and at internal and external forums. Develops relationships and liaises and communicates with stakeholders. Contributes to the development of strategic, operational and business plans for the prison.

Cultural Awareness

- Providing services and programs in a culturally appropriate manner
- Understanding of cultural and social issues, including those relevant to Aboriginal people.

Other

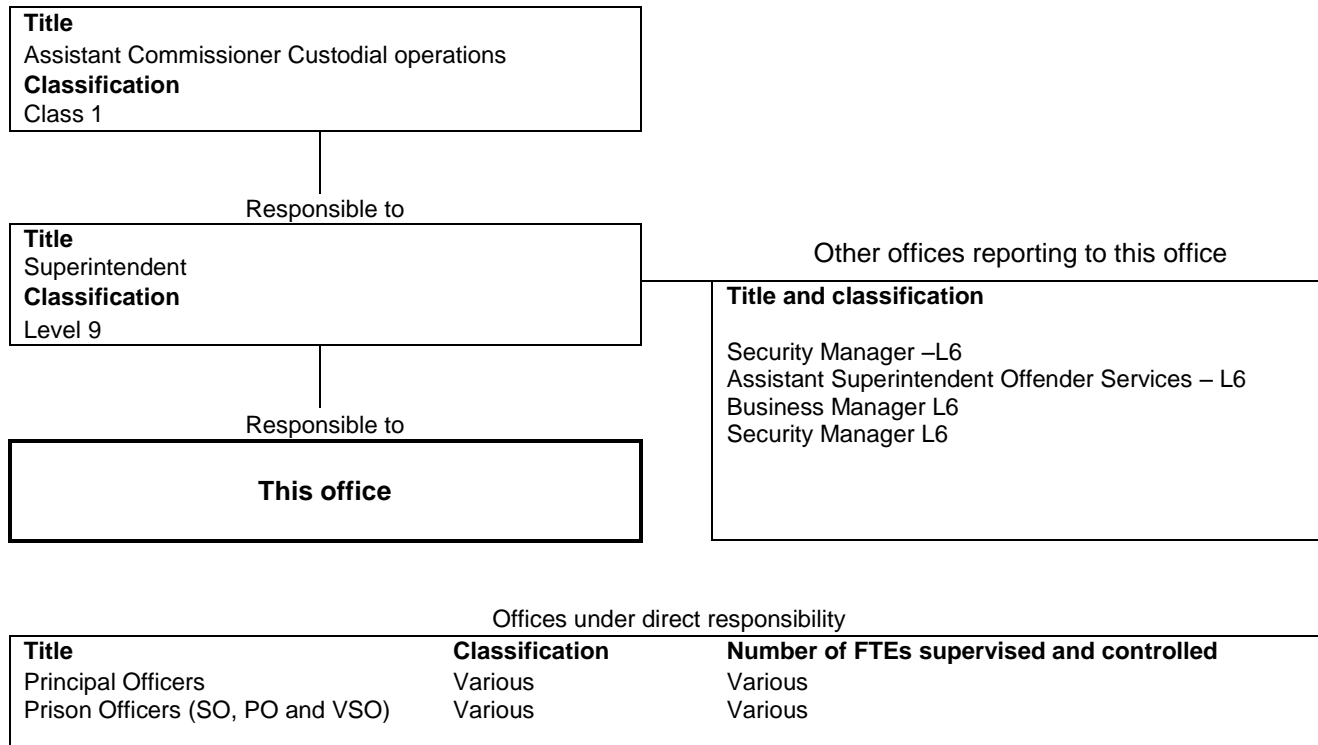
- Other duties as directed.

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
Essential	
1. Leadership and Management Skills	Playing an important role in the development of an inspiring, relevant vision for the Prison. Influencing others to share ownership of Prison goals. Setting standards. Facilitating work effectiveness through team facilitation, staff and resource management.
2. Ability to Solve Problems and Make Decisions	Anticipating, identifying and analysing prisoner management issues and generating appropriate strategies to address them. Using judgement to make fair and transparent decisions which comply with legislation, policy and procedure.
3. Planning and Organisational Skills	Developing, implementing and evaluating strategic and operational plans in a prison environment. Delegating and completing work to ensure timeframes are met. Coordinating the logistics of prisoner accommodation and activities.
4. Communication and Interpersonal Skills	Communicating with a range of internal and external personnel using a variety of mediums. Building and maintaining relationships through liaison and negotiation. Resolving conflicts. Representing and promoting the Prison.
5. Experience in Managing Prisoners in a Custodial Environment	Understanding and applying prison operational policies and procedures. Understanding of contemporary practices and principles that apply to prisoner management and custodial services. Possessing advanced skills, knowledge and abilities relevant to the custodial environment preferably gained through experience as a prison officer or in a prison operational environment.
6. Cultural Awareness	Providing services and programs in a culturally appropriate manner. Understanding of cultural and social issues, particularly those relevant to Aboriginal people.
7. Ability to Manage Ethical Behaviour	Demonstrating and managing ethical behaviour in accordance with relevant standards, values and policies.
<u>DESIRABLE</u>	
8. Qualifications	Tertiary qualifications relevant to management and/or the criminal justice system.
(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
Broome Western Australia

Accommodation
GROH (Government Regional Officers' Housing) may apply.

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	/ /