



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 Cleaning Instructor		Special Conditions
Effective Date February 2017	Position Number 014111	Level VSO 2
Division Adult Justice Services	Directorate Adult Custodial Operations	Branch Eastern Goldfields Regional 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

The Eastern Goldfields Regional prison is a medium-security prison for males and females and is located 600km east of Perth. As the Goldfields Region's only prion, maximum-security prisoners are also accommodated for short periods. The Prison also has a work camp at Warburton which accommodates minimum male offenders.

The VSO Cleaning Officer is responsible for ensuring that prisoners are instructed in all areas of the cleaning maintenance program including the use of and operation of all tools and machinery giving due regard to Occupational Safety & Health requirements.

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Responsibilities of this Position

Production

The Cleaning Officer will provide a cleaning service that reflects the objectives of the Prison and the Department. The Cleaning Officer will create a cleaning programme that will ensure that a high standard of hygiene is maintained throughout the Prison and instruct prisoners, employed as cleaners, to a level of proficiency.

Training

Undertakes appropriate on the job training of prisoners at different skill levels.
Undertakes induction training on workshop practices and procedures.

Resource Management

Maintains and coordinates the stock and purchasing of consumable products for the workshop.
Maintains safe and appropriate storage of stock and equipment for the workshop.
Ensures all required equipment for the workshop is in good working order.
Establishes appropriate cleaning programs and delivery schedules for the workshop.
Responsible for the management and reporting of funds allocated to the workshop.

Managing Offenders

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

Policies and Procedures

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, and identifies and reports related gaps at an operational level.
Ensure that quality control procedures are established and maintained at all times.

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 and customers.

Information and Knowledge Management

Maintains appropriate records to track the expenditure, production and distribution of workshop products.
Maintains appropriate employment and prisoner records attending the workshop.
Prepares various reports and correspondence on identified issues related to the workshop. (This includes such things as production targets, Occupational Safety and 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 required.

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Work Related Requirements (Selection Criteria)	Context Within Which Criteria Will Be Applied And/Or General Standard Expected
<u>ESSENTIAL</u>	
1. Knowledge of requirements within a large scale commercial cleaning operation.	Experience in small to medium workshop including a broad knowledge of workshop management techniques.
2. Communication and Interpersonal Skills	Effectively liaising with a broad range of stakeholders both orally and in writing. Working professionally with others in a team.
3. Priority Setting and Delegation	The ability to set and meet work priorities and delegate appropriately across teams within the workshop to achieve outcomes within timeframes.
4. Time Management and Organisation	The ability to prioritise, organise and complete work within set timeframes.
5. Team Work and Maintaining Relationships	The ability to participate in work groups to achieve positive outcomes. Model integrity and a positive and pro-active approach and establish and manage effective workplace relationships and networks to achieve positive outcomes.
<u>PRE-APPOINTMENT REQUIREMENTS</u>	
Please note the following additional pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental policy and procedures. A successful applicant must:	
<ul style="list-style-type: none"> • Complete the Employment Profile Assessment as determined by the DCS Recruitment Psychologist; • Receive a clearance through a National Criminal History check and the Departmental integrity assessment; • Possess a current 'C' class motor vehicle driver's licence; • Possess a valid Senior First Aid qualification (or equivalent) received from an accredited training provider; and • 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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Reporting Relationships								
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Title Superintendent Classification Level 9 </div> <p style="text-align: center;">Responsible to</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Title Business Manager Classification Level 6 </div> <p style="text-align: center;">Responsible to</p> <div style="border: 2px solid black; padding: 20px; text-align: center; width: 80%; margin: 0 auto;"> This office </div>	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">Other offices reporting to this office</p> Title and classification HR Coordinator HR Assistant Finance Coordinator Finance Assistant Vocational and Support Officers </div>							
Offices under direct responsibility								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Title</th> <th style="width: 30%;">Classification</th> <th style="width: 40%;">Number of FTEs supervised and controlled</th> </tr> </thead> <tbody> <tr> <td colspan="3">Nil</td> </tr> </tbody> </table>			Title	Classification	Number of FTEs supervised and controlled	Nil		
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Nil								

Location and Accommodation
Location Eastern Goldfields Regional Prison, Kalgoorlie
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	/ /