



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 Gardens Officer | | Special Conditions |
| Effective Date March 2017 | Position Number 007643 | Level VSO 2 |
| Division Adult Justice Services | Directorate Adult Custodial | 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, 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 Gardens Officer, in conjunction with the Gardens and Horticulture Instructor and the Gardens Supervisor, will assist in maintaining the prison gardens and grounds, and will be responsible for the provision of productive work for the prisoners in all facets of the gardens and grounds maintenance industry throughout the prison.

| | | |
|---|---------------------------------------|--|
| Position Title Gardens Officer | | Special Conditions |
| Effective Date March 2017 | Position Number 007643 | Level VSO 2 |
| Division Adult Justice Services | Directorate Adult Custodial | Branch Greenough Regional Prison |

Responsibilities of this Position

Training

- Undertakes appropriate on the job training of prisoners with different skill and knowledge levels.
- Undertakes induction training on workshop practices and procedures when required.

Production / Garden upkeep

- Assists with the management and maintenance of grounds within Greenough Regional Prison.

Resource Management

- Assists in the maintenance and coordination of stock and the purchasing of consumables garden products.
- Maintains safe and appropriate storage of garden stock and equipment.
- Ensures all required equipment is in good working order.
- Through the Gardens Supervisor, identifies the resources required in the management and upkeep of the grounds and gardens.

Managing Offenders

- Specifically responsible for the day to day supervision and instruction of prisoners under direct control.
- 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 within the workshop, and identifies and reports related gaps at an operational level.
- Ensures 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 / contractors, and community groups.
- Works collaboratively with prison management and staff to ensure effective custody of prisoners.

Information and Knowledge Management

- Maintains appropriate records to track expenditure.
- Maintains appropriate employment and prisoner records.
- Prepares various reports and correspondence on identified issues. (This includes such things as Occupational Safety and Health, incident reports, etc).

Continuous Improvement

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

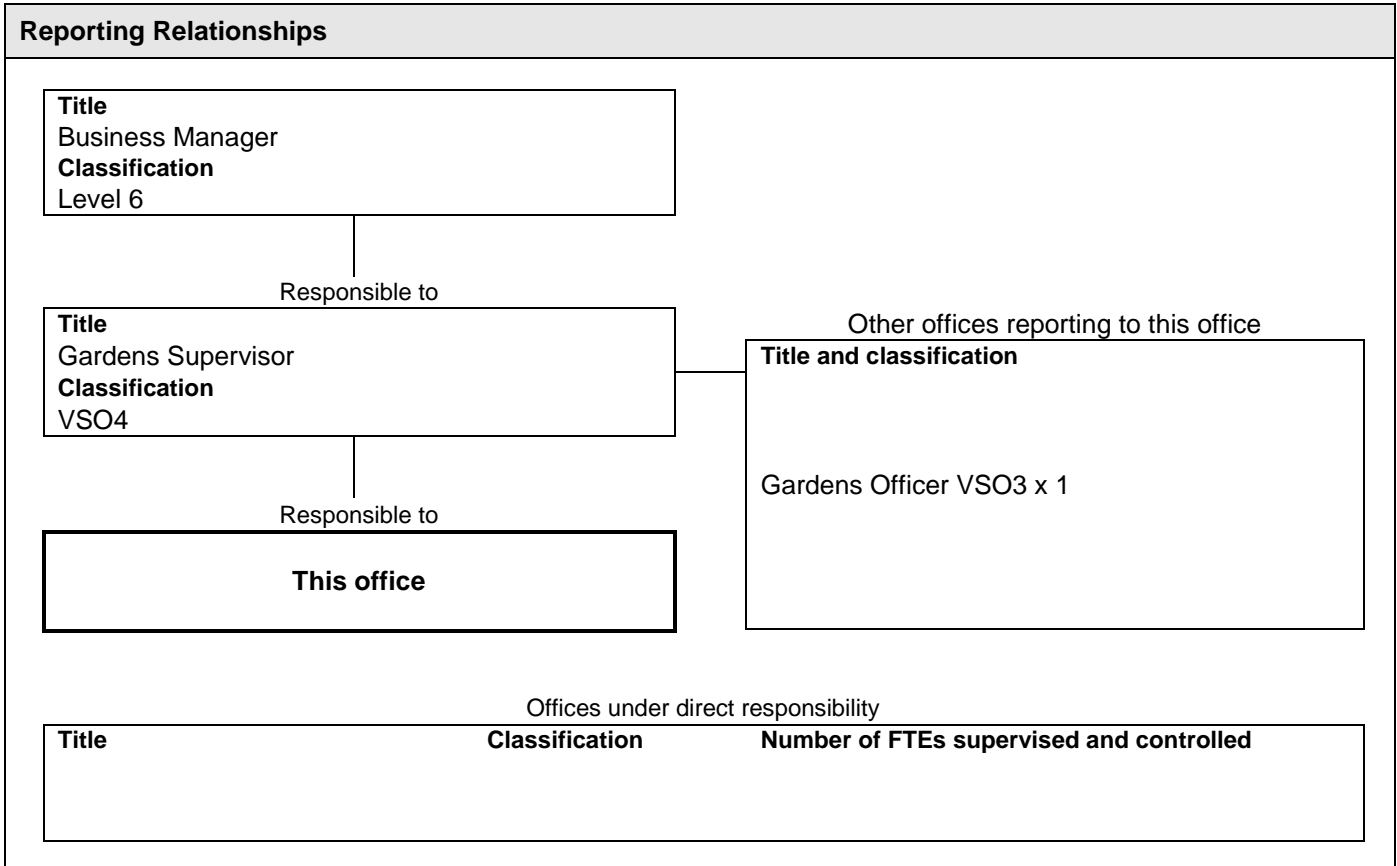
Other Duties

- Other duties as directed.

| | | |
|---|---------------------------------------|--|
| Position Title Gardens Officer | | Special Conditions |
| Effective Date March 2017 | Position Number 007643 | Level VSO 2 |
| Division Adult Justice Services | Directorate Adult Custodial | Branch Greenough Regional Prison |

| Work related requirements (Selection Criteria) | Context within which criteria will be applied and/or general standard expected |
|---|---|
| Essential | |
| 1. Information and Knowledge Management | The ability to use, record and maintain clear exchange of information and knowledge to complete set tasks whilst maintaining security and confidentiality. |
| 2. Team building and maintaining relationships | The ability to develop, maintain and participate in work groups to achieve positive outcomes. |
| 3. Communication and Interpersonal Skills | Utilising written and oral communication to convey information to different audiences. Working professionally with others in a team environment. |
| 4. Resource Management | The ability to manage human, financial and physical resources effectively to achieve outcomes. |
| 5. Priority Setting and Delegation | The ability to set and meet work priorities within the workplace to achieve positive outcomes. |
| 6. Knowledge of the Horticulture Industry | Ability to undertake Horticulture operations in the prison, with demonstrated experience in production horticulture. The operations includes general grounds maintenance and market garden production |
| Pre Appointment Requirements | |
| 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; • Possesses a current 'C' class motor vehicle driver's licence; • Possesses 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). | |

| | | |
|---|---------------------------------------|--|
| Position Title Gardens Officer | | Special Conditions |
| Effective Date March 2017 | Position Number 007643 | Level VSO 2 |
| Division Adult Justice Services | Directorate Adult Custodial | Branch Greenough Regional Prison |



| |
|--|
| 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 | / / |