



## Job Description Form

### Department of Justice Purpose

To provide a safe, secure and decent justice service which contribute to community safety and reduced offenders' involvement in the justice system.

<b>Position title</b> Prisoner Education – Manager Regional		<b>Special conditions</b> Specified Callings
<b>Effective date</b> October 2017	<b>Position number</b> 2458	<b>Level</b> 4SC
<b>Division</b> Offender Management	<b>Directorate</b> Education, Employment & Transitional Services	<b>Branch</b> Education & Vocational Training Unit

### Divisional Outcomes

The Offender Management Division's primary focus is on reducing reoffending, which it will achieve by:

- providing leadership, oversight and support in a holistic and partnership approach across all areas of the Department to embed therapeutic practices;
- elevating the position of rehabilitation and reintegration service delivery, including partnerships with non-government organisations; and
- establishing enhanced Aboriginal services to guide, monitor and provide practical supports.

The Division is the custodian of offender management which incorporates the delivery of evidenced based assessments, strategy and development, rehabilitation programs, education, employment and transitional services, psychological assessment and counselling support, health and sentence management.

### Directorate Outputs

The Education, Employment & Transitional Services Directorate works towards assisting students to acquire, develop, practice and apply the knowledge, skills and attitudes now and in the future to take responsible control of their own lives.

### Branch Outputs

The Educational & Vocational Training Unit works towards assisting students to acquire, develop, practice and apply the knowledge, skills and attitudes now and in the future to take responsible control of their own lives.

### Role of the Position

This position is required to provide leadership, management, guidance and support to their management team enabling the professional management of education and vocational training functions within adult prisons. The manager is responsible for the monitoring of training and assessment activities to ensure compliance with the Standards for Registered Training Organisations (2015).

<b>Position title</b>		<b>Special conditions</b>
Prisoner Education – Manager Regional		Specified Callings
<b>Effective date</b>	<b>Position number</b>	<b>Level</b>
October 2017	2458	4SC
<b>Division</b>	<b>Directorate</b>	<b>Branch</b>
Offender Management	Education, Employment & Transitional Services	Education & Vocational Training Unit

## Responsibilities of this position

### LEADERSHIP AND MANAGEMENT

Manages the provision of education and vocational training programs to adult prisoners in public prisons to ensure service delivery outputs meet department requirements.

Responsible for the recruitment, selection and appointment of education staff.

Ensures compliance of the RTO *Auswest Specialist Education and Training Services* against the Standards for Registered Training Organisations (2015).

Develops state-wide strategies and operational plans to enhance EVTU delivery and relevant achievement to organisational goals.

Assists the Director to manage the EVTU budget including the procurement of both state and commonwealth grants.

### POLICY DEVELOPMENT

Advises and assists the Director on policy matters.

Develops, implements and reviews policies for the professional development of education and vocational training staff.

### PROFESSIONAL SUPERVISION

Ensures that program integrity is maintained in accordance with national and state standards for VET and correctional education.

Provides ongoing professional supervision and development to education staff.

### STAKEHOLDER RELATIONSHIPS

Liaises with other program managers, prison administrators and other sections of the department to enhance program delivery.

Liaises with outside agencies to coordinate a comprehensive suite of professional development programs across the state.

### PROGRAM DEVELOPMENT

Responsible for the development, implementation, coordination and evaluation of education and vocational training projects and strategies.

### ETHICAL BEHAVIOUR

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

### EQUITY, DIVERSITY AND OCCUPATIONAL SAFETY AND HEALTH

Applies and promotes the principles of equity, diversity, occupational safety and health in the workplace and behaves and manages staff in accordance with relevant standards, values and policies.

### OTHER

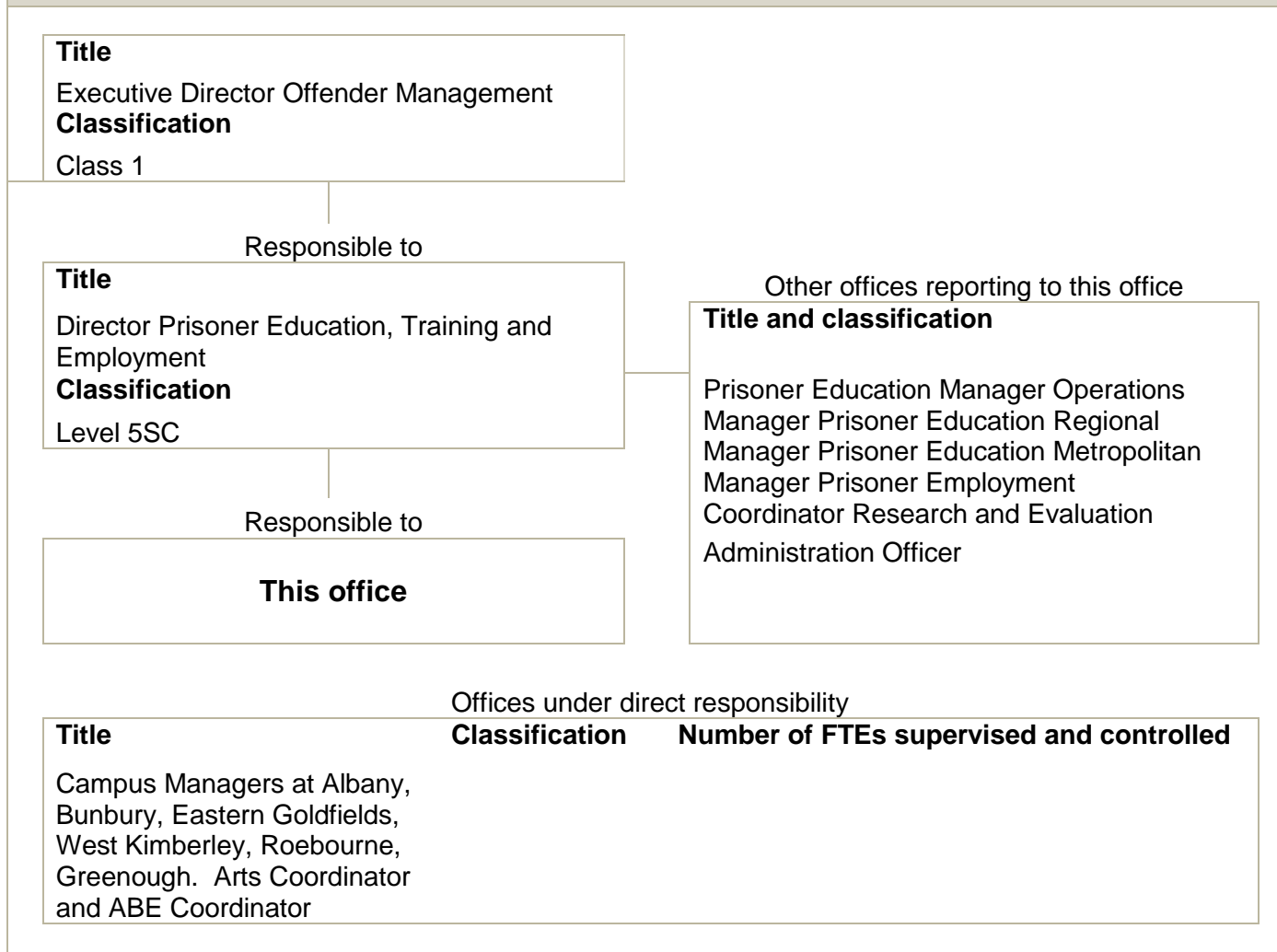
Other duties as directed.

<b>Position title</b> Prisoner Education – Manager Regional		<b>Special conditions</b> Specified Callings
<b>Effective date</b> October 2017	<b>Position number</b> 2458	<b>Level</b> 4SC
<b>Division</b> Offender Management	<b>Directorate</b> Education, Employment & Transitional Services	<b>Branch</b> Education & Vocational Training Unit

<b>Work related requirements (Selection Criteria)</b>	<b>Context within which criteria will be applied and/or general standard expected</b>
<b>Essential</b>	
<b>1. Leadership and Management Skills</b>	<p>Manages human, financial and physical resources effectively to achieve outcomes. Demonstrated management and leadership skills for education and vocational training services.</p> <p>Minimum five years post-graduate experience in adult education.</p> <p>Experience and knowledge of the Standards for Registered Training Organisations (2015).</p>
<b>2. Communication and Interpersonal Skills</b>	<p>Develops internal and external relationships with a network of key people. Facilitates cooperation and partnerships to bring people together and encourages input from key stakeholders.</p> <p>Effectively applies strong interpersonal skills in team work and group work, including presentations to ensure positive outcomes and understanding.</p>
<b>3. People Management Skills</b>	<p>Manages and supervises staff whilst prioritising tasks to meet deadlines.</p> <p>Facilitates workforce effectiveness ensuring a balanced workforce composition to reflect diversity and facilitates responsive service delivery.</p>
<b>4. Policy Development Skills</b>	<p>Contributes to the development of correctional education policy.</p> <p>Knowledge of relevant legislation/policies impacting on the delivery of education and training to students at educational risk.</p>
<b>5. Project Management Skills</b>	Plans, implements and coordinates projects.
<b>6. The Ability to Manage Ethical Behaviour</b>	Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.
<b>7. Qualifications</b>	<p>Four year education degree or degree and Diploma in Education.</p> <p>Certificate IV Training and Assessment.</p>
<b>(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).</b>	

<b>Position title</b> Prisoner Education – Manager Regional		<b>Special conditions</b> Specified Callings
<b>Effective date</b> October 2017	<b>Position number</b> 2458	<b>Level</b> 4SC
<b>Division</b> Offender Management	<b>Directorate</b> Education, Employment & Transitional Services	<b>Branch</b> Education & Vocational Training Unit

### Reporting relationships



### Location and accommodation

Location
Accommodation

### 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

/ /