



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.

Position title		Special conditions
Movements Officer		
Effective date	Position number	Level
November 2017	3286, 013482 & 014280	VSO 2
Division	Directorate	Branch
Adult Justice Services	Adult Custodial Operations	Casuarina 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

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

Casuarina Prison is situated approximately 40km from the Perth CBD and is the state's largest maximum security prison designed to hold sentenced prisoners of all classifications from across the state. The Prison caters for adult male prisoners who have committed violent and/or other serious offences and who have long terms of imprisonment.

The Movements Officer will coordinate and collate the prison's daily muster counts. The position is also responsible for the management of court documentation and the compilation of the daily movement information to generate the Transfer & Discharge document and ensure full distribution to all relevant areas both within and external to Casuarina Prison to facilitate the timely movement of prisoners to authorised destinations.

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Responsibilities of this position

Information Management

- Manage all documentation received from the courts for both Remand and Sentence purposes.
- Record court documentation onto the TOMS computer system.
- Distribute court documentation and information to relevant areas.
- File and store court documentation and information in accordance with Departmental policies and standards.
- Receive and process court documentation and distribute relevant information as required.
- Create and manage the daily Transfers & Discharge document ensuring prisoners are exiting the Prison with the appropriate authorisation.
- Distribute the Transfer & Discharge Sheet to all areas within the Prison for information purposes and to all relevant outside agencies to facilitate the coordination of the timely movement of those prisoners.
- Ensure all authorising documentation for prisoner movement to court, medical appointments and all other movements is in order and made available to the AIMS Escort Officers.
- Prepare the documentation for the daily Court Video Link.
- Receive and process Court Video Link and distribute outcomes to relevant areas.
- Maintain a register of all prisoners and their location external to the Prison.
- Facilitate relevant enquiries from Police, Courts, Legal Representatives and the general public in relation to prisoners at Casuarina Prison and in accordance and consideration to confidentiality.
- Manage the archiving of all relevant documentation in accordance with the set schedule.

Prisoner Movement

- Collate and manage the Prison's daily muster counts.
- Liaise with the Front Gate to 'track' all prisoner movement for muster purposes.
- Liaise with the transport contractor to assist them in the coordination of the daily movements for court appearances, medical appointments and all other approved movements.
- Facilitate all emergency escorts upon advised by preparing the necessary authorisation and paperwork.

Information Technology

- Undertake the daily computer back-up process.
- Coordinate the ordering, storing and distribution of all consumables for the computers within Casuarina Prison.

Managing Offenders

- Assist in the supervisory component for the Administration Cleaner (prisoner).
- Assist in the planning and supervision the daily work activity for the Administration Cleaner.

Other Duties

- Assist with all other duties identified by the Movements Officer.
- Undertake any request from the Superintendent and/or management team.
- Comply with Occupational Safety and Health Regulations and procedures.
- Comply with Equal Employment Opportunity legislation.

Other Duties

- 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. Team Work	Demonstrated ability to effectively participate in a work group to achieve positive outcomes.
2. Communication and Relationship Building	The ability to communicate effectively with diverse audiences, using a variety of strategies, establish relationships through networking with stakeholders and represent the Prison.
3. Time Management, Organisation and Planning	The ability to plan, prioritise, organise and complete work accurately within set timeframe for the work area.
4. Computer Literacy	Possess skills in computer programs, such as Word, Excel, e-mail and Total Offender Management System (TOMS).
5. Interpretation	The ability to interpret and apply effectively the relevant legislation, policies and procedures required for the legal movement of prisoners to their nominated destination in accordance with the Warrant issued by the Court.
6.	

Pre-Appointment Requirements

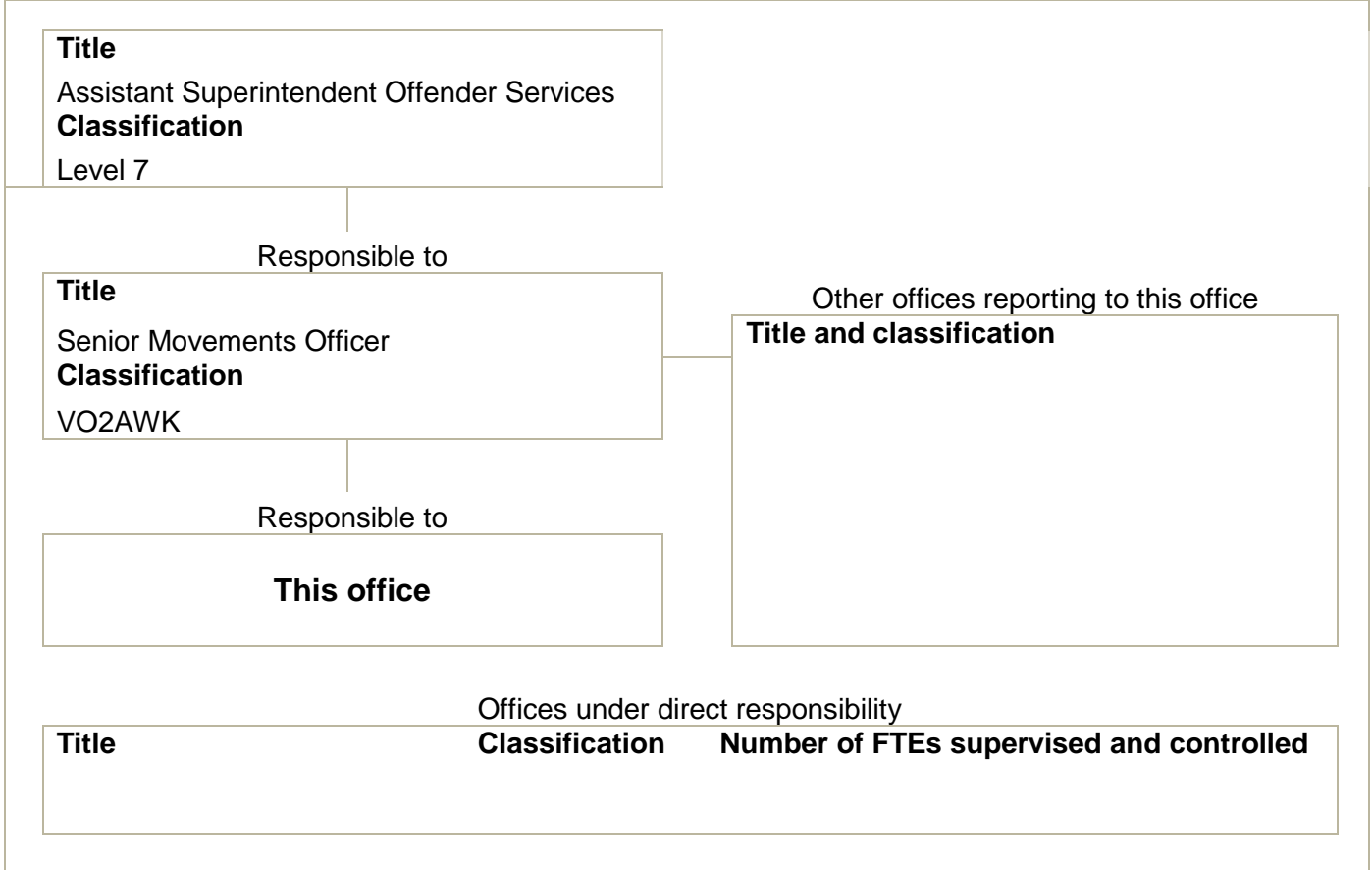
Please note the following additional pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental policy and procedures. A successful applicant must:

- 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 driver's licence and prepared to obtain a HR drivers licence in work time, with all expenses being met by employee.
- 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



Location and accommodation

Location Casuarina Prison, 288 Orton Rd, Casuarina WA
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	24 / 10 / 2017