



Job Description Form

013419 - Senior Project Officer (Catering)

Adult Custodial Operations

POSITION DETAILS

Classification Level: 6
Award/Agreement: PSA 1992 / PSGOGA 2014
Position Status: Permanent
Organisation Unit: Adult Justice Services Division, Adult Custodial Services Directorate
Physical Location: Perth CBD

REPORTING RELATIONSHIPS

Responsible to: 013350 Assistant Director – Prison Industries

THIS POSITION: **013419 - Senior Project Officer - Level 6 (Catering)**

Direct reports: Nil

OVERVIEW OF THE POSITION

The Prison Industries Branch is responsible for business development and the coordination of agency-wide prison industries and prison farms. The branch assists the Department by operating businesses that produce goods for use in prisons and for external sale, provides practical and meaningful work experiences for offenders whilst they are in prison and facilitates the delivery of selected education and vocational training in conjunction with the Education and Vocational Training Branch. The position provides specialist support and business advice that will improve the commercial sustainability of prison industries and prison farms.

The Adult Custodial Operations Directorate plays a key role in the achievement of the Department's Strategic Platforms by providing essential services and legislative compliance. The Directorate takes a systems approach to custodial management whereby it oversees the management of all adult prisons, work camps and associated industries. The Directorate ensures that each prison has the necessary resources, service specifications and legislative information to effectively manage daily operations. The Directorate maintains a broad focus across the adult custodial estate to ensure that service delivery is consistent, culturally competent and based on empirical evidence.

The Senior Project Officer (*Catering*) is responsible for project management activities associated with state-wide prison catering operations and for the development and coordination of catering related policy and services for adult custodial facilities. The position will support the Division's executive, prisons and key stakeholders in the management of the "food chain" operations across the State.

The Senior Project Officer (*Catering*) ensures project management principles, frameworks and practices are adhered to; and provides advice, undertakes research and completes critical analysis in relation to custodial services activities, strategies and policies that support optimising the efficiency of custodial operations by managing the placement and distribution of staff across facilities to ensure alignment with the offender population.

The Senior Project Officer (*Catering*) will have a focus on providing specialist support and business advice to Superintendents on their kitchen operations within Prisons and Juvenile Detention Centres.

The position is also responsible for:

- managing the W.A. Police Lockup meal service,
- coordinating all training within the food industries,
- monitoring FSANZ Food Safety Standards through regular internal audits
- Coordinating external Food Safety Audits in line with FSANZ Standards 3.2.1, 3.2.2 & 3.2.3; and
- Managing the Commercial and Mobile Plant equipment replacement program for Catering related items.

JOB DESCRIPTION

As part of the Adult Custodial Operations, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation;
- Work to improve communication and model integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate;
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Assistant Director / Assistant Commissioner on committees and working groups as required.

ROLE SPECIFIC RESPONSIBILITIES

- Plans and manages research, environmental scanning and analysis necessary to deliver project outcomes aligned to the Department's strategic plan and in accordance Adult

Custodial Frameworks and procedures as established by the Department's Operating Standards and Procedures Branch. Ensures that projects are completed within scheduled timeframes and budgetary constraints, including the effective management of associated contracts.

- Assists with the planning and development of a framework to deliver Adult Custodial offender placement and distribution strategies throughout the state to optimise the utilisation of the Department's infrastructure assets
- Assists with the planning and development of a resourcing framework to deliver Adult Custodial staff placement and distribution strategies throughout the state to optimise the efficiency of custodial operations.
- Consults and negotiates with stakeholders, advises and makes recommendations to senior management and other key participants in connection to strategies and programs relevant to all offender movements and staff placements, including planning, policies and legislative/regulatory compliance requirements.
- Prepares and presents comprehensive reports, memos, briefing notes and other documents incorporating research and feedback to inform the strategic decision making process within the Division and across the Agency.
- Leads and coordinates the delivery of a variety of support activities (conducting information sessions, gathering feedback, compiling agency broadcasts) that enhance the engagement of staff in the activities of Prison Industries.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

JOB RELATED REQUIREMENTS

In the context of this position, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, scan the environment to monitor priorities and keep self and other stakeholders informed on critical factors and issues, think laterally, be innovative, identify and work collaboratively to overcome challenges and implement reform program initiatives are important for this role.

Achieve Results

The ability to; evaluate project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, deal positively with uncertainty and cope in a changing environment, able to determine appropriate actions despite a lack of clarity, a focus on quality, adherence to current procedures and managing projects to completion within a set timeframe are fundamental to this role.

Builds Productive Relationships

The capacity to network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, to actively listen to staff, colleagues and stakeholders involved in the reform program and encourage engagement and contribution to the process is a requirement for this role.

Exemplifies Personal Integrity and Self-Awareness

A demonstrated; high level of personal commitment to integrity, professionalism, probity and personal development; adherence to the Code of Conduct; ability to constructively challenge issues, discuss alternatives to progress issues, meet objectives, follow up to finalise work, maintain a positive outlook. Engage with risk by providing impartial and clear advice, constructively challenging issues and proposing solutions. Actively identifies potential risk issues and reports to management.

Communicates and Influences Effectively

A demonstrated ability to present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences is a requirement for this role.

Role Specific Criteria

- Demonstrated skill and experience in managing and coordinating industrial or institutional catering.
- Working knowledge of the 'cook-chill' food production system.
- Knowledge of health (food handling) regulations.
- Knowledge of Hazard Analysis Critical Control Points (HACCP) procedures.
- Understanding of Occupational Safety and Health Regulations and Food Safety Standards.

SPECIAL REQUIREMENTS/EQUIPMENT

- Possession of or progress towards a relevant tertiary qualification in hospitality studies.
- Accreditation in or working towards Internal Auditor for Food Standards.
- Possession of a current "C" class motor vehicle licence.

SPECIAL REQUIREMENTS/EQUIPMENT

Nil

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COMMISSIONER

Signature: _____ Date: _____

HR CERTIFICATION DATE: _____