



Government of **Western Australia**  
Department of **Justice**

# 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> <b>Security Manager</b>		<b>Special Conditions</b>
<b>Effective Date</b> August 2014	<b>Position Number</b> 3326 & 6484	<b>Level</b> 7
<b>Division</b> Adult Justice Services	<b>Directorate</b> Adult Custodial Operations	<b>Branch</b> Hakea and Casuarina Prisons

## Divisional Outcomes

The outcomes of the Adult Custodial Portfolio are to reduce offending, protect the community and encourage offenders towards a law abiding lifestyle.

The Portfolio is responsible for the management of government prisons as well as ensuring effective standards and relations with privately operated prison facilities through:

- Adult Custodial Operations;
- Custodial Services; and
- Security and Intelligence.

In achieving these outcomes and outputs, community expectations, in particular victim concerns, are taken into account.

## Directorate Outputs

- The custody and control of prisoners.
- The care and wellbeing of prisoners
- Reparation to the community.
- A reduction to re-offending through the provision of training and appropriate rehabilitation programs.

## Branch Outputs

- Managing the prison to ensure the security and good order of the prison is maintained in line with its Business Plan, resource management budget and statutory requirements.
- Managing the prison to ensure the care, wellbeing and development needs of prisoners are met.
- The development of effective community and industry programs aimed at providing reparation to the Community.
- Managing the delivery and encouraging prisoner participation in programs aimed at preventing re-offending.

## Role of the Position

The Security Manager, in partnership with the Superintendent and the Security Services directorate, directs, controls and administers the security function of a complex maximum security prison. Duties include intelligence gathering analysis and dissemination of information, coordination of investigations, and assists in the compilation and auditing of security standards. This role takes responsibility for the risk management of dangerous and high profile prisoners and includes advising the Superintendent and Director Security Services of any significant risk to State and National Security posed by offenders.

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## Responsibilities of this Position

### Security and Control

- Is responsible for the strategic management of security systems and processes within a complex maximum security prison including physical, procedural and dynamic.
- Conducts all security related investigations, presenting the reported findings to both the Superintendent and the Director Security Services.
- Creates, maintains and updates local security instructions in accordance with state wide policy providing strategic vision at a high level with regard to the demands of a complex prison environment
- Ensures compliance to security standards and instructions by all staff within the prison
- Where operational requirements permit conducts peer audit and security reviews where agreed by the Superintendent and Director Security Services (minimum expectation is one per year)
- Co-ordinates intelligence led security operations pertaining to visitors to the prison.
- Acts as a two way conduit of information between the Superintendent and the Security Services Directorate
- Directs, controls and supervises Security Staff
- Advises the Superintendent and the Security Services Directorate with regard to actual or potential High Security escorts and Special Profile Offenders and advises the Superintendent with regard to risk management strategies for high risk prisoners.
- Advises the Superintendent and the Security Services Directorate with regard to problematic prisoners who may pose a threat to prison security and/or those who may require elevated security arrangements.
- Liaises with the hospital bookings clerk regarding those prisoners due to attend outpatient appointments and highlighting specific concerns.
- Liaises with external agencies on matters that impact on the security of the prison, prisoners, staff and community and ensures such matters are reported to the Manager State-wide Security and the JIS
- Investigates and responds appropriately to Ombudsman and Ministerial enquiries in relation to this position
- Provides timely and accurate information regarding the risks posed by prisoners to assist JIS in producing comprehensive risk assessments with particular regard to any external movement of prisoners
- Manages the visits, gate and reception areas of the prison on behalf of the Superintendent
- Oversees the prosecutions process within the prison
- Chairs the local multi-disciplinary Security Committee Meeting on behalf of the Superintendent ensuring that risk management strategies are in place appropriate to the maximum security environment.

### Intelligence Management

- Is responsible for the management of intelligence systems within the prison, ensuring that a comprehensive collection strategy is in place in line with approval from JIS and the Justice Intelligence Model.
- Analyses all security information, preparing appropriate strategic and operational plans for the management team in conjunction with JIS.
- Establishes and maintains a clear, comprehensive and trusting information reporting relationship between the prison and JIS.
- Ensures that ALL security related matters, irrespective of significance are reported to the JIS
- Acts as the Local Controller for the purpose of Informant Management, ensuring the integrity of the system and that the identity of any registered informant is known only within the direct line of the Informant Management Policy.

### Emergency Management

- Is responsible for the development, compilation and maintenance, including bi-annual reviews, of all emergency orders in a complex and demanding environment in accordance with the Manager Emergency Management.
- On instruction from the Superintendent, co-ordinates available resources to respond to and resolve emergency situations.
- Ensures that emergency orders are tested in conjunction with both the Manager Emergency Management and the Superintendent Emergency Support Group, providing comprehensive reports and analysis to both the Superintendent and the Director Security Services following such exercises.
- Is able to consider multiple dimensions and risks associated with managing an emergency in a large complex and high security environment

### Health and Well Being of Prisoners

- Ensures that operational, health and welfare standards are met in the prison security.

### Providing Rehabilitation and Training to Reduce Re-offending

- Liaises with and advises the Superintendent on all matters in relation to prison security and ensures Department objectives are met in a maximum security prison.

### Reparation to the Community

- Ensures the security component of the prison is met.

### General

- As a member of the Prison senior management team, contributes to the management of the prison in order to achieve prison outputs;
- Represents the Prison on appropriate committees and at internal and external forums;
- Develops relationships and liaises and communicates with stakeholders;
- Contributes to the development of strategic, operational and business plans for the prison.

### Cultural Change

- Contributes to a positive and innovative organisational culture and the development of initiatives to implement change in the work place.

### Continuous Improvement

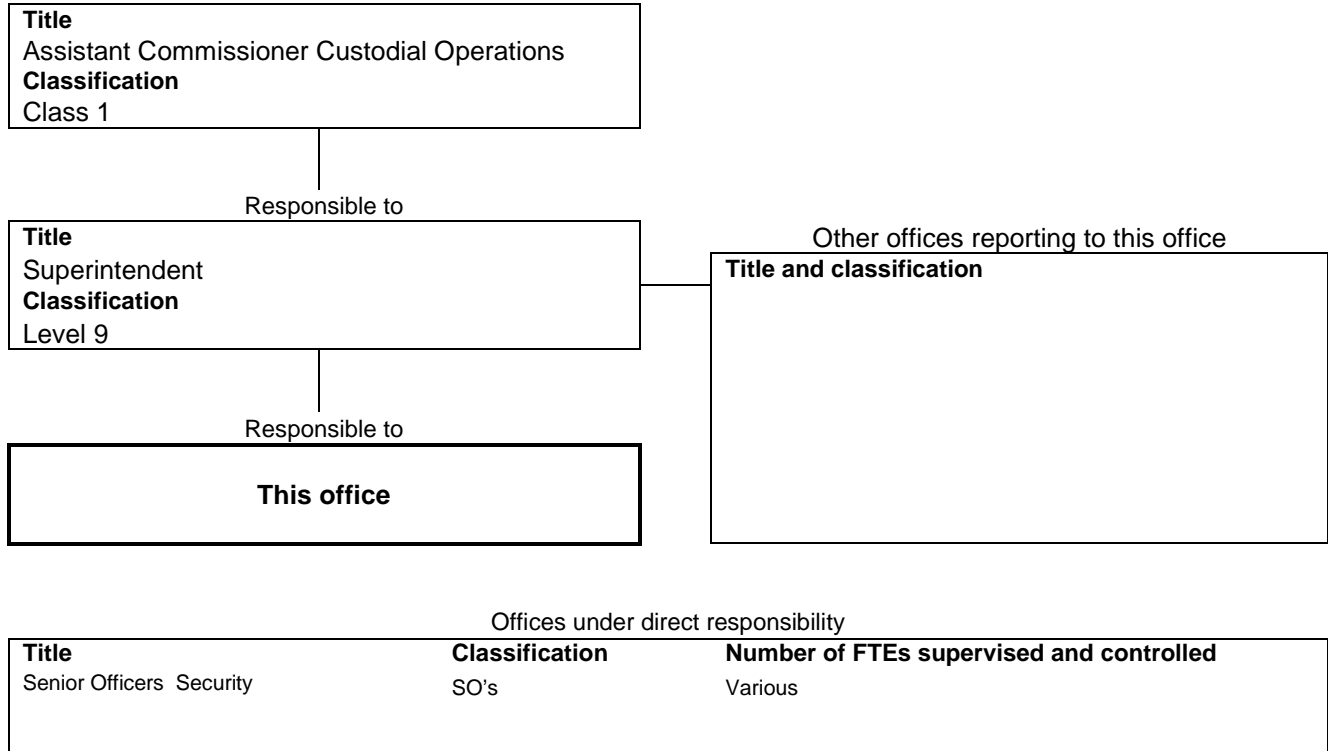
- Continuously improves services provided by the prison. Ongoing evaluation of opportunities to utilise financial and physical resources more efficiently. Seeks opportunity for service and productivity improvements through effective change strategies.

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<b>Work related requirements (Selection Criteria)</b>	<b>Context within which criteria will be applied and/or general standard expected</b>
<b><u>ESSENTIAL</u></b>	
<b>1. Leadership</b>	The ability to assume an important role in the development of an inspiring, relevant vision for the agency, influence others to share ownership of agency goals and use judgement, decision-making and team building to achieve outcomes.
<b>2. Information and Knowledge Management</b>	The ability to negotiate and allocate the provision of information resources and manage knowledge to address strategic and operational needs and agreed outcomes.
<b>3. (Customer Service) Standards Setting</b>	The ability to deliver a high quality security service and consultancy support to meet organisational needs.
<b>4. Strategic Planning and Thinking</b>	The ability to develop strategic options, apply strategic thinking to achieve outcomes and develop and implement effective change management strategies.
<b>5. Resource Management</b>	The ability to manage the provision and allocation of human, financial, physical and technological resources to address strategic and operational needs and agreed outcomes.
<b>6. Relationship Building and Networking</b>	The ability to communicate effectively with diverse audiences, using a variety of strategies, establishes relationships with stakeholders and represent and promote the Prison.
<b>7. Knowledge</b>	Knowledge of contemporary practices and principles that apply to administrative security procedures in custodial services. Extensive knowledge of security systems and procedures relating to maximum security facilities. Knowledge of information gathering and processing; and Understanding of Occupational Safety and Health and Equal Employment Opportunity legislation.
<b>8. Qualifications</b>	A minimum of three years' experience related to Security Management in a complex environment.
(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**  
Hakea Prison – Nicholson Rd, Canning Vale and Casuarina Prison – Orton Rd, Casuarina

**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	/ /