



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 Coordinator Training & Drug Control		Special conditions
Effective date 5/12/2017	Position number 009567	Level Level 5
Division Corrective Services	Directorate Regulation & Operational Services	Branch Security & Response Services

Divisional Outcomes

To reduce re-offending, protect the community and direct prisoner towards the adoption of law-abiding lifestyles.

Directorate Outputs

Regulation and Operational Services is responsible for the contemporary and strategic leadership of professional development, intelligence, operating standards, procedures and compliance, security and investigation services functions for the Department.

Branch Outputs

The Security and Response Services Branch plays a key role in the achievement of the Department's Strategic Platforms by providing essential services and legislative compliance.

Role of the Position

The Coordinator Training & Drug Control conducts drug detector dog and DDU officer training relative to narcotic detection. The position is responsible for monitoring the training progress of both drug detection dogs and DDU Officers; providing remedial training to same where necessary; developing and updating training manuals, syllabus and records/documentation; supervising the conduct of trainees; and assessing / selecting prospective and new drug detection dogs.

The position is also responsible for Drug Control within the Drug Detection Unit, complying with all relevant legislation and ensuring staff compliance for the handling, training, recording, auditing and monitoring of narcotic training aids in their use.

The position will work closely with the Coordinator Drug Detection Unit in all matters relating to the Administration, Training and Operations of the Drug Detection Unit.

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Responsibilities of this position

Drug Control

- Comply with all relevant areas of the POISONS ACT 1964, POISONS REGULATIONS 1965.
- Maintain a close working relationship with state and federal police agencies to acquire the specified substances required for training Drug Detector Dogs.
- Ensure staff compliance of all key responsibilities for handling, training, recording, security, auditing and monitoring of narcotic training aids in their use.
- Ensure all drug storage safes, precision scales and safety equipment is maintained and serviced regularly.
- Receive returned poisons for destruction as applicable when required.
- Ensure written records regarding drug registers, transactions, quantity received/used/on hand and authorised persons are completed.
- Conduct monthly drug audits.
- Ensure discrepancies are reported to police and Commissioner of Health.
- Submit a Schedule 9 annual written report to Commissioner of Health by June 30.

Training and Development

- Develop and implement procedures and standards for the state-wide operation of the Drug Detection Unit (DDU) to ensure the operational needs of the Department are met and maintained.
- Co-ordinate and deliver initial, re-team and ongoing training and assessment to ensure DDU officers and drug detection dogs meet required Departmental standards in Drug Detection duties.
- Conduct regular assessments and evaluate the performance of DDU officers and drug detection dogs to determine suitability for dog teams to be operational. Prepares reports on same to senior managers.
- Report on the conduct of assessment and record assessment results accurately in accordance with specified record keeping requirements.
- Assesses and selects prospective and new dogs respectively.
- Manage and oversee all veterinary care of drug detection dogs.
- Ensure the security of substances and other materials used for training drug detection dogs.

Strategic Leadership

- Provide leadership and expert advice on quality management, improvement and client service.

Policy and Procedures

- Contribute to the development and review of operational level policy, guidelines and performance standards to ensure compliance with legislation with regard to both Drug Control and DDU Operations.

Strategic Planning

- Identify future issues, trends and best practice in the training and development arena and contributes to the development of business, training and other plans for the training program.
- Prioritise, respond to and develop action plans for training and development issues for DDU Operations.

Stakeholder Relationships

- Liaises with external agencies in order to identify new initiatives to improve the training standards of the DDU.
- Represents the Department in external environments such as community education programs and public relations.
- Facilitate and participate in interagency activities including cross-training with the Police, Customs and Defence Force agencies.

Resource Management

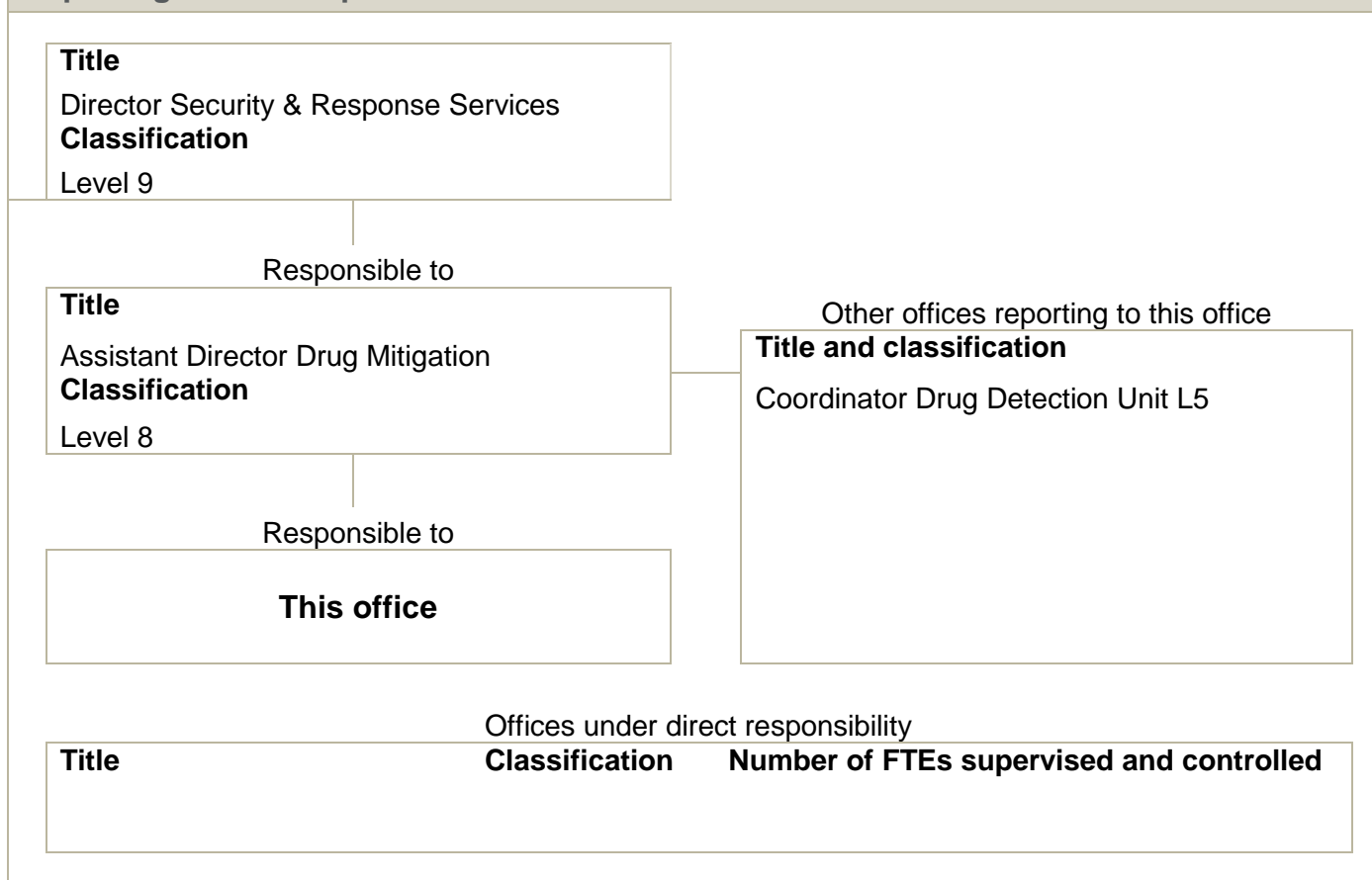
- Ensure that resources including human, financial and physical assets are forecast to meet the needs of the Branch.

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
Essential	
1. Training & Development	The ability to identify and develop strategies at an individual and organisational level to meet identified organisational training requirements.
2. Policy Initiation & Development	The ability to initiate and contribute to ethical policy development and review, provide ethical policy advice, promote a work environment responsive to changing internal and external demands and develop innovative solutions to achieving outcomes.
3. Strategic Planning & Thinking	The ability to develop strategic options, apply strategic thinking to achieve outcomes and develop and implement effective change management strategies.
4. Team Building & Maintaining Relationships	The ability to communicate effectively with diverse audiences, using a variety of strategies, establish relationships with stakeholders and represent and promote the Directorate. The ability to support or interchange thoughts, opinions or information in speech leading to shared understanding.
5. Resource Management	The ability to manage the provision and allocation of human, financial, physical and technological resources to address strategic and operational needs and agreed outcomes.
6. Knowledge of and/or experience in animal behaviour, animal husbandry and kennel management.	
7. Knowledge of legislative requirements - Dog Act 1976.	
8. Proven experience in the training of drug detection, dogs and dog handlers in a criminal justice system or other related field.	
9. Possession of relevant qualifications in Workplace Training and Assessment.	
(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 Drug Detection Unit, Hakea Prison Complex, Canning Vale
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	/ /