



Job Description Form

Department of Corrective Services Purpose

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

Position Title Assistant Superintendent Offender Services		Special Conditions N/A
Effective Date February 2012	Position Number 4133	Level Level 7
Division Adult Custodial	Directorate Custodial Operations	Branch Casuarina Prison

Divisional Outcomes

Reduce re-offending; protect the community and direct offenders towards the adoption of law-abiding lifestyles.

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.

Casuarina is also the state facility for managing the small numbers of offenders who are extremely violent, predatory, disruptive or committed to escape from custody. These prisoners are housed in the Special Handling Unit. The facility also contains a comprehensively equipped Infirmary and is responsible for the receipt and medical clearance of prisoners released from community hospitals prior to their return to their respective facilities.

Within the overall prison service configuration, the key features of Casuarina Prison are:

1. To receive and house male maximum security sentenced prisoners;
2. To provide diversified vocational skills training and development leading to increased work opportunity on release;
3. To assist long term prisoners address specific offending behaviours; and
4. To act as a dispersal prison for long term prisoners.

The Assistant Superintendent Offender Services will work collaboratively to deliver all targets and service delivery standards for the prison as part of the Senior Management Team and will contribute significantly to the strategic leadership, direction and management of the Prison to ensure all statutory and Departmental requirements are met, while promoting teamwork and cooperation within the prison team in order to achieve goals and meet performance standards.

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Responsibilities of this Position

Strategic Leadership and Coordination

As a member of the Prison's senior management team contributes to the identification of emerging issues and the development and implementation of Departmental and local policies, practices, procedures and initiatives to achieve better management of the Prison.

Contributes to the development and implementation of strategic operational and business planning for the Prison. Inspires a sense of purpose and direction to ensure prison staff are both operationally and strategically focussed.

Management

Ensures compliance with legislation, standards and other requirements.

Responsible for the management of prisoner movements, sentence management, case management, prison muster management and release processes.

Develops prisoner population count management reports.

Responsible for the supervision of prisoners placed external to the Prison – hospital, lock-ups.

Ensures the efficient and effective handover of cases upon the transfer of prisoners, including protection issues.

Ensures the appropriate documentation is available for transfers from Prisons, Legal Releases and Grant of Permits.

In conjunction with the Deputy Superintendent, oversees prisoner transitional processes, programs, education, community engagement and re-entry services and liaises with appropriate internal and external stakeholders to ensure this responsibility is fulfilled. Supervises the Coordinator Aboriginal Prison Services to achieve positive outcomes.

Manages the Sentence Management System process and chairs Case Conferences.

Manages case management processes and provides advice and information to Management and staff on matters relating to Assessment and Case Management within the Prison and supervises the Case Management Coordinator.

Manages Section 95 approvals.

Liaises with the Prisoner Review Board.

Coordinates Freedom of Information requests.

Identifies and compiles the prisoner restricted visits list.

Contributes to overall prison management by reporting through the use of benchmarking and performance indicators and striving for continuous improvement in operations and the services provided.

Implements, coordinates and monitors the Performance Appraisal and Development System (PADS) for subordinate staff and reports on the assessment tools and individual development plans.

Stakeholder Management and Relationships

Develops, implements, manages and maintains partnerships and relationships within the Prison, the Department, with other government authorities and with external organisations to ensure the Prison's strategic, operational and business requirements are met.

Having due regard for community expectations actively builds community confidence at every opportunity.

Positively represents and promotes the Prison and the Department at relevant interagency, community, state and other forums.

Participates in inspections and performance examinations of other prison sites.

Cultural Leadership, Development and Awareness

Leads, develops, promotes and maintains cultural change and awareness ensuring that employees respect and have an understanding of cultural groups, including the Aboriginal culture, society and obligations.

Ensures the provision of services to cultural groups is effective and culturally appropriate and undertakes regular reviews of service delivery.

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

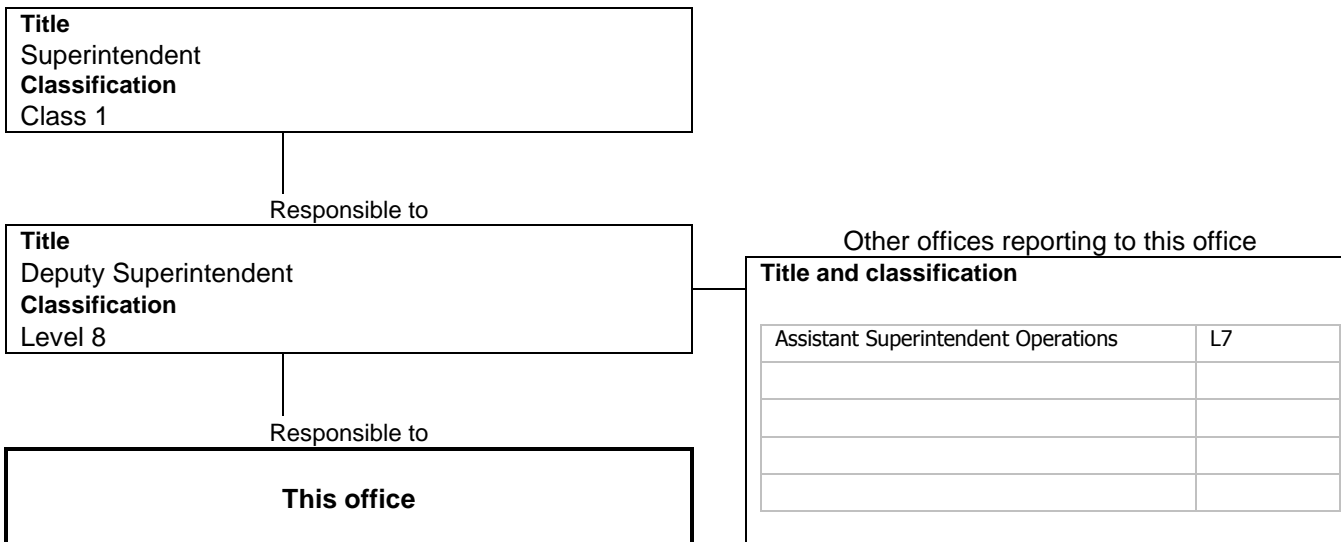
Other duties as directed.

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Division Adult Custodial	Directorate Custodial Operations	Branch Prisons

Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
Essential	
1. Leadership and management skills.	Playing an important role in the development of an inspiring, relevant vision for the Prison. Influencing others to share ownership of Prison goals. Setting standards. Facilitating work effectiveness through team facilitation, staff and resource management.
2. Ability to solve problems and make decisions.	Anticipating, identifying and analysing issues and generating appropriate strategies to address them. Using judgement to make fair and transparent decisions which comply with legislation, policy and procedure.
3. Planning and organisational skills.	Developing, implementing and evaluating strategic and operational plans in a prison environment. Delegating and completing work to ensure timeframes are met. Coordinating the logistics of prisoner movements.
4. Communication and interpersonal skills.	Communicating with a range of internal and external personnel using a variety of mediums. Building and maintaining relationships through liaison and negotiation. Resolving conflicts. Representing and promoting the Prison.
5. Experience in managing prisoners in a custodial environment.	Understanding and applying prison operational policies and procedures. Understanding of contemporary practices and principles that apply to prisoner management and custodial services. Possessing advanced skills, knowledge and abilities relevant to the custodial environment preferably gained through experience as a prison officer or in a prison operational environment.
6. Cultural awareness.	Providing services and programs in a culturally appropriate manner. Understanding of cultural and social issues, particularly those relevant to Aboriginal people.
7. Ability to manage ethical behaviour.	Demonstrating and managing ethical behaviour in accordance with relevant standards, values and policies.
Desirable	
8. Qualifications	Tertiary qualifications relevant to management and/or the criminal justice system.
(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



Offices under direct responsibility

Title	Classification	Number of FTEs supervised and controlled
Case Management Coordinator	L6	Nil
Coordinator Aboriginal Prisoner Services	L5	Nil
VSO Movements Officers	POA	
VSO Senior Movements Officer	POA	

Location and Accommodation

Location
Casuarina

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	/ /