



# 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.

<b>Position Title</b> <i>Human Resources Assistant</i>		<b>Special Conditions</b>
<b>Effective Date</b> February 2015	<b>Position Number</b> 005452	<b>Level</b> Level 2
<b>Division</b> Adult Justice Services	<b>Directorate</b> Adult Custody Operations	<b>Branch</b> 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 40kms from the CBD of Perth 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 and are rated Maximum Security. The Prison handles only male offenders, has a considerable budget and in the vicinity of 320 members of staff.

The Human Resources Assistant will be responsible for the accurate processing of all personnel payroll and Human Resource related applications. The incumbent will assist the Rosters Officer in the maintenance of the day-to-day administration of Casuarina Prison rosters ensuring optimum cost effectiveness. The incumbent will provide information on matters including entitlements, procedures and the general interpretation and application of relevant Awards, Agreements and policies. Will provide relief to other positions within Human Resource area in times of absence.

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### Responsibilities of this Position

#### Teamwork

Participates within and contributes to a positive and innovative workplace environment.  
 Participates in the identification of opportunities for continuous improvement within the team and actively applies improvements.  
 Participates constructively and positively within the workplace to achieve set tasks.  
 Gains experience and knowledge of all HR processes and undertakes duties in other related positions when deemed appropriate.  
 Maintains confidentiality at all times.

#### Human Resources Support

Provides staff and Senior Management with advice and information in relation to all personnel service matters including leave balances and entitlements, salary and higher duties, increments, overtime, statement of earnings and various other personnel and payroll processes as required.  
 Prepares and submits data relating to personnel and payroll.  
 Ensures that inquiries are dealt with in a timely, accurate and efficient manner.  
 Assists in monitoring and reporting on all human resource related activities.

#### Policy and Procedures

Advises management and staff on Human Resource policies and procedures and industrial matters. Provides award interpretation, and liaises with Head Office where appropriate.

#### Computer Skills

Proven ability to use MS Office products including Word and Excel.  
 Demonstrated computer word processing and database skills.  
 Possesses a high degree of competency, accuracy and attention to detail in processing and data entry.

#### Cultural Change

Participates within and contributes to a positive and innovative workplace environment.

#### Continuous Improvement

Participates in the identification of and applies opportunities for continuous improvement within the team.

#### Ethical Behaviour

Demonstrates ethical behaviour in accordance with relevant standards, values and policies.

#### Equity, Diversity and Occupational Safety and Health

Applies the principles of equity, diversity, Occupational safety and Health in the workplace and behaves in accordance with relevant standards, values and policies.

#### Other

Other duties as directed.



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### Reporting Relationships

**Title**  
Manager Human Resources  
**Classification**  
Level 5

Responsible to

**Title**  
Coordinator Human Resources  
**Classification**  
Level 3

Responsible to

**This office**

Other offices reporting to this office

**Title and classification**  
  
Rosters Officer – L2  
Clerical Officer – L1

Offices under direct responsibility

<b>Title</b>	<b>Classification</b>	<b>Number of FTEs supervised and controlled</b>
Nil		Nil

### Location and Accommodation

**Location**  
Casuarina Prison, 288 Orton Road, Casuarina, WA, 6167.

**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

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