



Job Description Form

Corrective Services

Deputy Commissioner, Operational Support

POSITION DETAILS

Classification Level: Class 2
Award/Agreement: PSA 1992 / PSGOGA 2011
Position Status: Permanent full time, 5 year contract
Organisation Unit: Operational Support
Physical Location: Perth CBD

REPORTING RELATIONSHIPS

Responsible to:

012793 Commissioner – Special Division Non-CEO Band 3

THIS POSITION: Deputy Commissioner, Operational Support, Class 2 (To be determined)

Direct reports:

Director Security and Response Services	Level 9
Director Intelligence Services	Level 9
Director Operational Standards	Level 9
Director Academy	Level 8

OVERVIEW OF THE POSITION

The Deputy Commissioner Operational Support embeds and drives the strategic vision for the Operational Support Directorate.

Reporting to the Commissioner of Corrective Services, the Deputy Commissioner Operational Support provides leadership to senior management within their directorate across a range of complex and diverse functions such as security and response, intelligence, operational standards and operational training and related services.

As a member of the Corrective Services Executive Team, the position contributes to the strategic direction and leadership of the State's Corrective Services and supports system-wide and community goals.

The position works collaboratively with members of the Corrective Services Executive Team to develop strategies, operating policies, operational standards and systems to drive an integrated and high-performance correctional framework to achieve the strategic objectives of Corrective Services and the Department, with a clear focus on reducing reoffending. The role has considerable influence on the delivery of integrated and optimised operational services and supports improved compliance and risk management across Corrective Services.

JOB DESCRIPTION

As part of the senior leadership team, 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 Department's interest on boards, committees and working groups as required.

ROLE SPECIFIC RESPONSIBILITIES

- Lead the provision of security and response, intelligence, operational standards and operations training state-wide within a high performance corrections framework to achieve the strategic outcomes of the Corrective Services and the Department.
- Provide leadership, guidance and support to the senior management across the directorate that enhances capability to deliver accountable and best practice operations.
- Lead the development, management and review of the Directorate's strategic and business plans including allocation of resources, providing strategic direction to deliver the Corrective Services' and the Department's strategic outcomes and Government's priorities.
- Accountable for the Directorate's service delivery and financial and operational performance that fulfils obligations in corrective services legislation.
- Provide advice on security and response, intelligence, operational standards, operational training and related legislative and policy matters and emergent issues to the Commissioner, Corrective Services Executive Team and Director General.
- Lead the development, implementation and review of strategies, operational policies, standards, procedures and systems to ensure delivery of high quality, integrated and optimised operational services across Corrective Service's public and private facilities.
- Provide direction that enhances Corrective Services' capacity and expertise to achieve high quality operating standards.
- Direct the strategic management of security throughout the operations and programs of Corrective Services to ensure compliance with legislative and Corrective Services standards, and community expectations in relation to the security of offenders.
- In consultation with the Deputy Commissioners, lead security reviews of Corrective Services facilities state-wide to ensure effective monitoring and control of offender movements and activities, and identification and implementation of operational improvements.
- Lead the management of critical security incidents and response, and facilitate appropriate decision-making regarding such incidents.

- Lead the collection, analysis and application of intelligence within Corrective Services to ensure a proactive approach to the management of offenders and maintenance of security.
- Lead the monitoring of Corrective Services operations and programs to ensure compliance with operational standards, procedures and legislative requirements.

JOB RELATED REQUIREMENTS

In the context of this position, must demonstrate the following:

Essential Requirements

Shapes and Manages Strategy

The ability to champion the organisations vision and promote a shared commitment to the Department's strategic direction; understand the Department's role within society and consider multiple perspectives when assessing ramifications of key issues on the organisation and the community; monitors change in the environment and weighs up critical factors; manages risk; develops solutions and contributes to the development of organisational strategies that are aligned with government objectives.

Achieve Results

The ability to build organisational capability and facilitate information sharing; harness technology and best practice evidence to streamline and adapt processes for operational efficiency; monitor and manage resourcing pressures to deliver intended outcomes; and foster a focus on quality and achievement.

Builds Productive Relationships

The capacity to build and sustain relationships at senior levels within the organisation, across the public sector and with a diverse range of external stakeholders; encourage stakeholders to work together and establish cross agency approaches to address issues in the justice system, empower and develop people; set clear performance standards;

Exemplifies Personal Integrity and Self-Awareness

The ability to persist and maintain focus on achieving departmental outcomes even in difficult circumstances; apply and promote the principles of customer service, equity, diversity and occupational safety and health in the workplace; remain calm under pressure; effectively represent the Department in public and internal forums; and commit to self-reflection and personal development.

Communicates and Influences Effectively

Communicates clearly both verbally and in writing and adapts to a range of audiences; provides impartial and forthright advice; negotiates persuasively and listens carefully to others to ensure their views are understood; are requirements for this role.

Role Specific Criteria

Strong track record in developing and implementing operational and tactical policies, procedures and plans in a corrections environment.

Strong experience in strategic program development, implementation and evaluation of security infrastructure systems in a large, complex and diverse organisation and in the development and implementation of major security controls.

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:

CERTIFICATION DATE: