



# Job Description Form

## Corrective Services

### Deputy Commissioner, Community Corrections and Offender Management

#### POSITION DETAILS

---

Classification Level:	Class 2
Award/Agreement:	PSA 1992 / PSGOGA 2011
Position Status:	Permanent full time, 5 year contract
Organisation Unit:	Community Corrections and Offender Management
Physical Location:	Perth CBD

#### REPORTING RELATIONSHIPS

---

Responsible to:

012793 Commissioner – Special Division Non-CEO Band 3

**THIS POSITION: Deputy Commissioner, Community Corrections and Offender Management, Class 2  
(To be determined)**

Direct reports:

Director Re-entry and Reintegration	Class 1
Director Adult Community Corrections	Class 1
Director Health Services	Level 9

#### OVERVIEW OF THE POSITION

---

The Deputy Commissioner Community Corrections and Offender Management embeds and drives the strategic vision for the Community Corrections and Offender Management Directorate.

Reporting to the Commissioner of Corrective Services, the Deputy Commissioner Community Corrections and Offender Management provides leadership to senior management within their directorate across a range of complex and diverse functions such as rehabilitation and re-integration, offender management, community corrections and health services for adult offenders.

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, programs and systems to drive an integrated and high-performance correctional framework to achieve the strategic outcomes of the Corrective Services and the Department, with a clear focus on reducing reoffending. Working collaboratively with the other Deputy Commissioners and stakeholders, the position plays a key role in directing the throughcare of offenders state-wide, ensuring the provision of integrated services and programs for offenders in custody and the community, including diversionary programs, and rehabilitation and reintegration programs and services, that specialise in the needs of Aboriginal and women

offenders, drug and alcohol abuse issues, and mental health issues, that deliver a reduction in reoffending.

## **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 efficient and effective community corrections and offender management services state-wide within a high performance corrections framework to achieve the strategic outcomes of the Corrective Services and the Department, with a key focus on reducing reoffending.
- Provide leadership, guidance and support to senior management across the Directorate that enhances capability to deliver accountable and best practice community corrections and offender management services and reduce reoffending.
- Lead the development, management and review of the Directorate's strategic and business plans including allocation of resources, and policies, providing strategic direction to deliver 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 and in directing and managing custodial services.
- Provide advice on community corrections and offender management and related policy and legislative matters to the Commissioner, Corrective Services Executive Team and Director General.
- Work collaboratively with the Deputy Commissioners and external stakeholders to direct the throughcare of offenders statewide and ensure integration of services and programs in custody and community to achieve successful reintegration of offenders and reduced rates of recidivism.
- Direct the development, implementation and review of evidence-based diversionary, rehabilitation and reintegration programs and services for adult offenders in the community and custodial facilities and ensure programs deliver strategic outcomes.
- Direct individualised and integrated offender management including sentence management to ensure optimal alignment of correctional facilities, programs, security and offender needs.

- Consult with stakeholders in the development and implementation of initiatives to provide alternatives to custody, manage offenders in the community and reduce reoffending.
- Work collaboratively with the Deputy Commissioner Operational Support to implement strategies to resolve emerging issues relating to the management of offenders in the community.
- Oversight state-wide emergency management plans and risk registers, and lead reviews of the risk management framework within the directorate.

## **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; engages effectively with the community; 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 managing innovative strategies, programs and services for offenders that are compliant with legislation, policy and procedures and achieve reduced rates in recidivism.

**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: