



Job Description Form

Department of Justice 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 Superintendent		
Effective Date February 2010	Position Number 1088	Level Level 9
Division Adult Custodial	Directorate Custodial Operations	Branch Greenough Regional Prison

Divisional Outcomes

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

Directorate Outputs

Custody;
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

Greenough Regional Prison services a diverse prisoner population which includes male and female prisoners across all security ratings. The population of Greenough Regional Prison is predominantly made up of sentenced long-term Aboriginal prisoners drawn from the Midwest and Gascoyne Regions. The Prison also accommodates a small population of female prisoners. The Prison acts as regional remand centre and transit station providing accommodation for prisoners from the Pilbara and Kimberley Regions as and when required.

This position is responsible for ensuring a safe, secure and humane environment; effective containment and custody of prisoners; care and well being of prisoners; reparation to the community and rehabilitation of prisoners. The Superintendent participates and provides strategic leadership, direction and management of the Prison to ensure all statutory and Departmental requirements and best practice service delivery standards are met. In addition, the Superintendent is responsible for the development and implementation of appropriate services to address the needs of Aboriginal prisoners in custodial services.

With a focus on partnerships between agencies and local, state and federal government, the Superintendent provides strong community leadership to maximise the provision of culturally and gender appropriate custodial services and to minimise the risk of reoffending. This includes developing strong working relationships with Aboriginal communities and representatives to reduce Aboriginal over-representation in the corrective services system.

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Responsibilities of this Position

Strategic Leadership

Provides internal and external leadership and direction to reduce reoffending and enhance community safety with the objective of making a positive difference for the community, staff and offenders, in particular Aboriginal community groups and prisoners.

Leads the development and implementation of the Prison's business planning ensuring alignment with the Departmental strategic direction.

Directs the development and implementation of local policies, practices and procedures to achieve better management of the Prison.

Promotes awareness and respect for Aboriginal culture, kinship, values and beliefs, ensuring that their unique needs are appropriately represented in all activities, policy and programs.

Actively promotes through strong leadership the philosophy of the facility, service integration and a through-care model for offenders.

Prison Management

Undertakes relevant legislated prescribed roles, responsibilities and other functions as delegated from time to time.

Provides quality and professional services on behalf of the Department and ensures staff are fully informed of their obligations.

Ensures activities within the Prison conform to relevant legislative and statutory requirements; government policy and procedures; and Departmental policies and rules.

Ensures the maintenance of effective levels of security/supervision appropriate to the role and function of the Prison.

Ensures the development, management and review of operational and business plans and annual budgets.

Facilitates and encourages community input into the operational and service models for the Prison that recognises the unique needs of prisoners – cultural, gender and individual.

Ensures that the prison environment embraces, supports and promotes rehabilitative goals and that all prisoners receive appropriate support and programs to assist in their rehabilitation process.

Ensures the continuity of services through the availability of knowledgeable and skilled staff and actively reports and petitions for appropriate resourcing for the Prison.

Ensures the development, management, coordination, evaluation and administration of relevant contracts with appropriate service providers that meet the needs of all prisoners.

Ensures appropriate management of infrastructure and assets and contributes to strategic planning for long term capital needs.

Demonstrates the performance of the Prison through reporting towards benchmarks and performance indicators 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.

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Responsibilities of this Position (Continued)

Stakeholder Management and Relationships

Provides specialist advice to the Minister, the Commissioner and the Adult Custodial Division's Executive which includes the preparation and presentation of reports and papers.

Develops, implements, manages and maintains constructive partnerships and relationships within the Department, with other government agencies, external organisations and the Aboriginal community 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 Department and the Prison at relevant interagency, community, state, national and other forums.

Cultural Leadership, Development and Awareness

Leads and develops initiatives to promote organisational change ensuring that all employees respect and have an understanding of the various diverse backgrounds and cultures of adults in custody, and ensures that staff have a clear understanding of Aboriginal disadvantage and that effective strategies are established to reduce the gap.

Advocates against discrimination and assists with the continued improvement of conditions for all prisoners and detainees.

Ensures that the provision of services to offenders is effective and culturally appropriate and undertakes regular improvement reviews of service delivery.

Maintains relationships with representatives from cultural groups, including local Aboriginal communities and organisations.

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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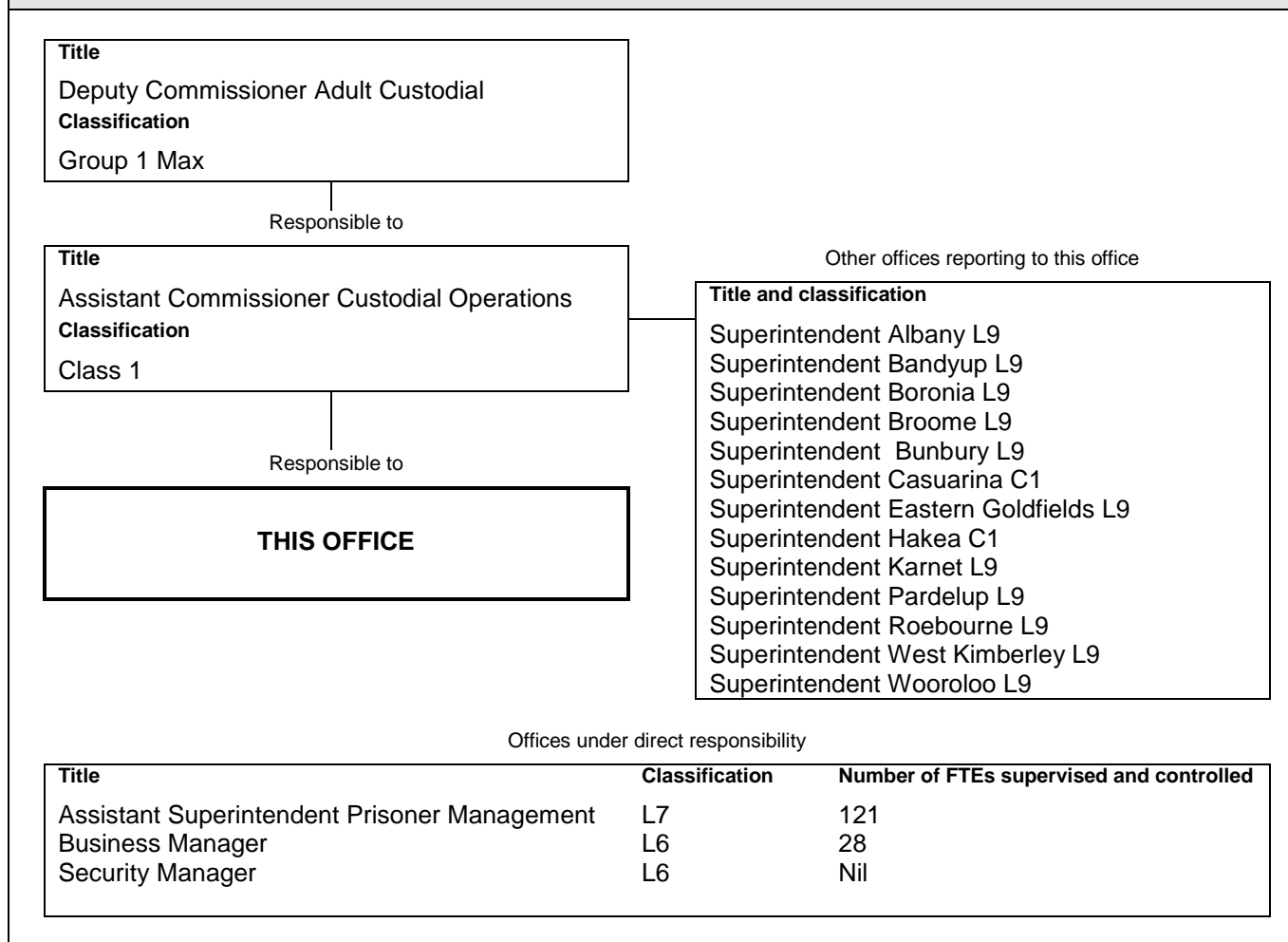
**Work Related Requirements
(Selection Criteria)**
**Context Within Which Criteria Will Be Applied And/OR
General Standard Expected**
ESSENTIAL

- | | |
|---|---|
| <p>1. Provides leadership and shapes and manages strategy.</p> | <ul style="list-style-type: none"> Inspiring a sense of purpose and direction through strategic planning and strategic alignment of actions within the business unit. Engaging others in the Department's vision and providing clear direction. Demonstrating ability to envisage strategic and innovative solutions to complex issues and motivating others to implement change. Understanding the cultural, social historical and political factors affecting the Department and using this information to provide a context for others. Working effectively in situations of ambiguity and with issues that cannot be immediately resolved. |
| <p>2. Achieves results.</p> | <ul style="list-style-type: none"> Building organisational skill and responsiveness. Organising and utilising professional expertise. Managing change and providing clear direction. Delivering intended results. Managing financial and physical resources in a constrained environment whilst utilising self sustainability principles. |
| <p>3. Builds productive relationships.</p> | <ul style="list-style-type: none"> Developing internal and external relationships. Facilitating cooperation and partnerships. Valuing individual differences and diversity. Guiding, coaching and developing people. |
| <p>4. Exemplifies personal integrity and self-awareness.</p> | <ul style="list-style-type: none"> Demonstrating public service professionalism and probity. Engaging with risk and utilising personal courage. Committing to action. Displaying resilience. Demonstrating self awareness and a commitment to personal development. |
| <p>5. Communicates and influences effectively.</p> | <ul style="list-style-type: none"> Communicating clearly. Listening, understanding and appropriately addressing audiences, particularly Aboriginal prisoners, community organisations and other stakeholders. Negotiating persuasively to achieve for all. |
| <p>6. Culturally aware.</p> | <ul style="list-style-type: none"> Demonstrating ability or transferable skills to actively engage and retain Aboriginal staff and manage staff in a culturally appropriate way. Demonstrating extensive experience in working with Aboriginal and/or Indigenous prisoners to achieve positive outcomes. Demonstrating cultural understanding, competence and sensitivity. Facilitating culturally appropriate services and programs. Understanding of cultural and social issues, particularly those relevant to Aboriginal people |
| <p>7. Ensures provision of effective custodial services.</p> | <ul style="list-style-type: none"> Utilising expertise to ensure prison service delivery is in accordance with legislation, policy, procedures and standards. Demonstrating ability to develop strategies to make a positive difference and effectively address the issues affecting offenders in the prison system, in particular Aboriginal prisoners. Knowledge and understanding of contemporary issues and best practice specific to the management of female offenders in custody. |

(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).

Superintendent		
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Reporting Relationships



Location and Accommodation

Location
Greenough

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	