



# Job Description Form

## Department of Justice Purpose

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

<b>Position title</b>		<b>Special conditions</b>
Transitional Manager		
<b>Effective date</b>	<b>Position number</b>	<b>Level</b>
September 2018	Generic	5
<b>Division</b>	<b>Directorate</b>	<b>Branch</b>
Corrective Services	Offender Management	Transitional Managers

### Divisional Outcomes

The Offender Management Division's primary focus is on reducing reoffending, which it will achieve by:

- providing leadership, oversight and support in a holistic and partnership approach across all areas of the Department to embed therapeutic practices;
- elevating the position of rehabilitation and reintegration service delivery, including partnerships with non-government organisations; and
- establishing enhanced Aboriginal services to guide, monitor and provide practical supports.

The Division is the custodian of offender management which incorporates the delivery of evidenced based assessments, strategy and development, rehabilitation programs, education, employment and transitional services, psychological assessment and counselling support, health and sentence management.

### Directorate Outputs

The Education, Employment & Transitional Services Directorate works towards assisting students to acquire, develop, practice and apply the knowledge, skills and attitudes now and in the future to take responsible control of their own lives.

### Branch Outputs

As an integral part of the Department of Justice, the Transitional Managers Branch has a primary responsibility to work for the achievement of a safe and orderly community.

Through the commitment and application of staff, acting partnership with other agencies and the community, the Transitional Managers Team will coordinate and facilitate custodial related service provision by:

- Developing, maintaining and improving a transitional and re entry services framework
- Coordinate and support the implementation of DOJ Contracted Services agreements
- Developing access to and evaluating non government service provision
- Coordinating the facilitation of service provision within prisons

### Role of the Position

Promotes, facilitates and supports Transitional Services in the Prison and in the Community. Identifies new or additional services that are in demand. Provides the pivotal link of information and advisory services to prison management, staff and offenders, other Government Departments, 'Not for Profit' service providers and the community. Coordinates Re Entry supports and facilitates referrals to DCS Re Entry Contracted Service Providers.

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### Responsibilities of this position

#### Service Development and Delivery

- Coordinates and facilitates services for offender re-entry NOT for Profit (NFP) services provided in the Prison and in the community.
- Identifies and facilitates the provision of new or additional NFP services that are in demand within the Prison and the community.
- Assists service providers to build capacity and ongoing support for re-entry services.
- Implements, integrates and reports on re-entry and re-integration services in the prison and the community and maintains systems and data for the effective use of information and knowledge by management, staff and offenders, including the on-site portal for the Re-integration Unit.
- Develops, facilitates and coordinates NFP training and education programs for staff and offenders in the region.
- Negotiates and coordinates service provider access, accommodation and service provision at the Prison.

#### Advisory Services and Information Services

- Establishes, develops and maintains regular liaison and positive relationships with service providers and the community to ensure the efficient and effective delivery of services.
- Provides information and advisory services to management, staff and offenders and provides the pivotal link with other government departments, NFP service providers and the community.
- Advises and alerts management of current and emerging issues requiring attention and intervention.
- Develops internal and external relationships, liaises and communicates with key stakeholders within and outside the Department and the community.

#### Policy and Planning and Procedures

- Contributes to the development and implementation of strategies, plans, policies and initiatives and to continuous improvement in service delivery.

#### Research and Analysis

- Conducts research, analysis, evaluation and reports on the effectiveness of programs, services and initiatives and resolves complex contractual and service delivery issues.

#### 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.

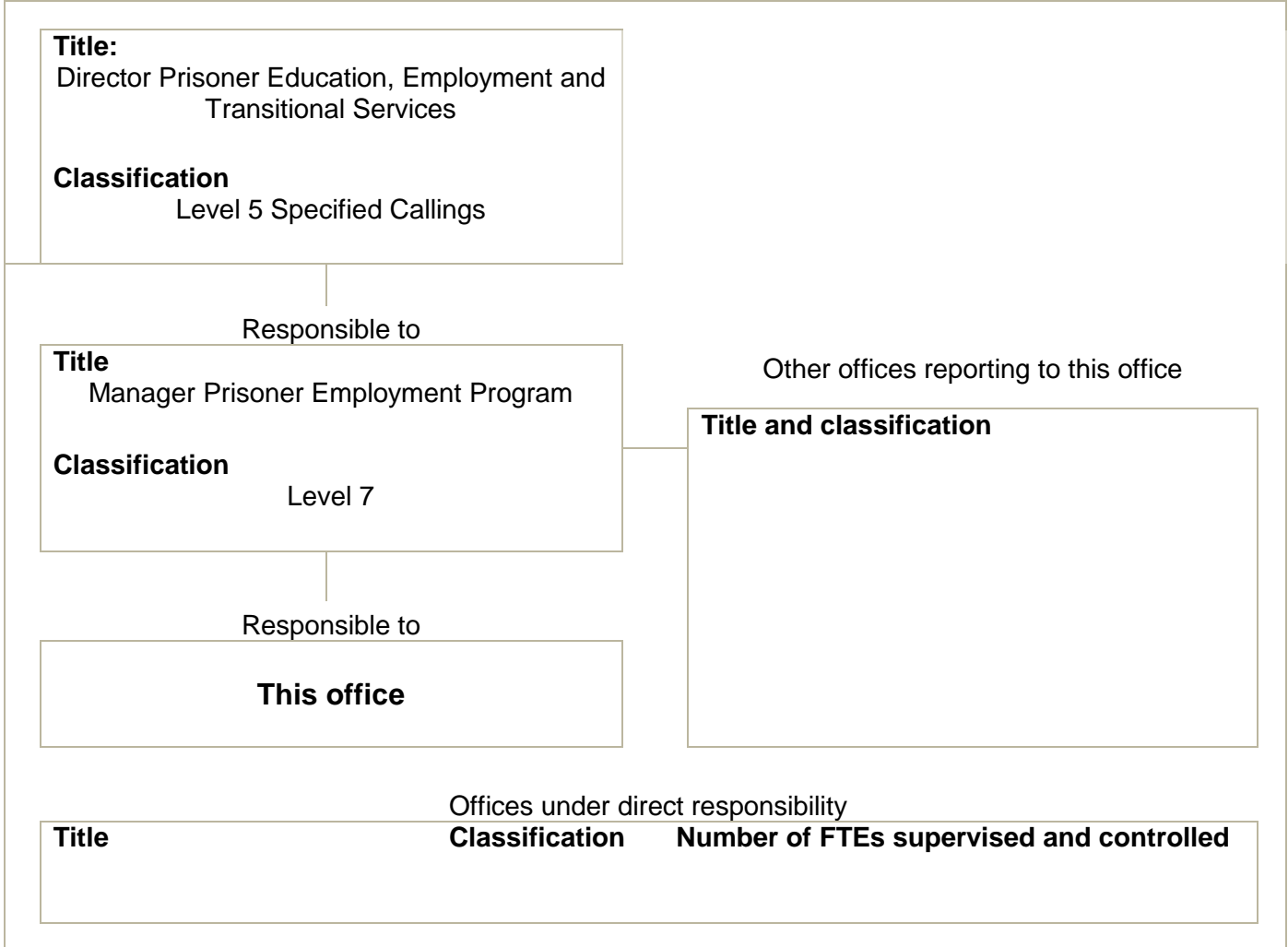
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<b>Work related requirements (Selection Criteria)</b>	<b>Context within which criteria will be applied and/or general standard expected</b>
<b>Essential</b>	
1. <b>Service Development and Delivery</b>	Coordinating, facilitating, developing and administering the delivery of services and resolving sensitive issues. Recognising opportunities to enhance delivery through expansion, integration and implementation of NFP services.
2. <b>Communication Skills</b>	Working with individuals and groups. Making oral presentations and facilitating information and training programs. Liaising and maintaining contact with internal and external providers and the community. Writing reports and recommendations.
3. <b>Interpersonal Skills</b>	Negotiating, influencing and promoting positive approaches and action. Exhibiting a personal commitment to promoting and progressing development and expansion of service delivery. Establishing and maintaining positive working relationships with diverse groups of people.
4. <b>Research , Conceptual and Problem Solving</b>	Identifying issues, undertaking research, analysing and evaluating information. Developing and reporting feasible and practical solutions. Problem solving and lateral thinking involving complex and sensitive issues.
5. <b>Planning and Organising Skills</b>	Coordinating and organising the provision of a range of services for offenders and the community. Planning, scheduling and prioritising work. Organising resources and services. Meeting deadlines.
6. <b>Ethical Behaviour</b>	Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.
<b>Desirable</b>	
7. <b>Environmental</b>	Having and maintaining knowledge and understanding of 'Not for Profit' services that are provided in the Prison and community by a range of outside agencies and within the Department of Corrective Services.

**(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**



**Location and accommodation**

<b>Location</b> Various Metropolitan and Regional
<b>Accommodation</b> 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**

<b>Signature</b>	
<b>Date</b>	/ /