



## Job Description Form

005123 Senior Supervisor  
Hakea Prison

### Position details

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Classification Level:	Level 6
Award/Agreement:	<i>Public Service Award 1992 / Public Service and Government Officers' CSA Industrial Agreement 2017</i>
Position Status:	Permanent
Organisation Unit:	Hakea Prison
Physical Location:	Canning Vale

### Reporting relationships

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Responsible to:	005117 – Assistant Superintendent Operations
<b>This position:</b>	<b>005123 – Senior Supervisor - Level 6</b>
Direct reports	Nil

### Overview of the position

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Hakea Prison is the primary remand, receipt and assessment prison for male metropolitan prisoners. As such, it is the first point of contact for the majority of prisoners entering the prison system. It is unique as a facility having the dominant proportion of its population as unsentenced prisoners.

The Senior Supervisor, in conjunction with the Assistant Superintendent, is responsible for the daily operations of the living units and the Health Centre within the prison, ensuring compliance with legislation and Departmental rules, policies and procedures. The position will be responsible for the resolution of any prisoner incidents, prisoner grievances and the development and review of local orders as assigned by the Assistant Superintendent.

The position will be responsible for an allocated portfolio within the prison which includes (but is not limited to) the At Risk Management System (ARMS), Crisis Care Unit, Support And Monitoring System (SAMS), and new young offender procedures.

## **Job description**

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As part of Hakea Prison's management 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 committees and working groups as required.

## **Role specific responsibilities**

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- Provides assistance, advice and guidance to staff in the daily operations of the living units and the Health Centre, ensuring compliance with all legislative and Departmental requirements.
- As a member of the prison's management team, contributes to the strategic and operational management of the prison in order to achieve the outputs of the prison, including contributing to the development of relevant plans and local reviews.
- Manages the Crisis Care Unit, ARMS, SAMS and new young offender procedures on behalf of the Assistant Superintendent.
- Review and resolves incidents arising from the routine operations of the prison, this involves reviewing incident reports and ensuring appropriate follow up actions are initiated.
- Investigates and responds to prisoner incidents and grievances.
- Develops and reviews local orders and coordinates their implementation within the prison.
- Manages the prisoners' Confidential Mail across the prison, ensuring the integrity of the process is maintained.
- Develops relationships and liaises with an array of internal and external stakeholders, including the Ombudsman's Office, Deaths in Custody Watch Committee and the Office of the Inspector of Custodial Services.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

## **Job related requirements**

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In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience:

### **Shapes and manages strategy**

Understands the Department's objectives and supports a shared purpose and direction by aligning tasks to these objectives. Monitors priorities and maintains awareness of critical factors and issues. Thinks laterally, is innovative and works collaboratively with others to overcome challenges.

### **Achieve results**

Takes responsibility for managing projects to achieve results by monitoring and evaluating progress and adjusting plans as required. Identifies and uses resources wisely. Responds positively to change and remains flexible in determining the necessary course of action.

### **Builds productive relationships**

Builds and sustains relationships with a network of key stakeholders, team members and other staff to encourage their engagement and contribution.

### **Exemplifies personal integrity and self-awareness**

Demonstrates personal commitment to professionalism, personal development and probity by adhering to public sector values and the Code of Conduct. Engages with risk, constructively challenges issues, and proposes solutions to progress outcomes and finalise work.

### **Communicates and influences effectively**

Confidently presents messages in a clear and concise manner. Listens, understands and adapts messages to the audience.

### **Role specific criterion**

- Knowledge and understanding of legislation, policies and rules relating to offenders within the criminal justice system.

## **Special requirements/equipment**

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Prior to appointment a successful applicant must receive clearance through a National Criminal History check and the Department's integrity assessment.

## **Certification**

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The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR certification date: \_\_\_\_\_