



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 Security Manager		Special Conditions
Effective Date July 2017	Position Number 014245	Level 6
Division Adult Justice Services	Directorate Adult Custodial Operations	Branch Broome Regional Prison

Divisional Outcomes

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

Directorate Outputs

Custody and containment;
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

Broome Prison is a minimum-security prison for males and short-term female offenders and also accommodates medium and maximum-security prisoners for short term remand periods. The Prison is centrally located within the Township of Broome, 2,400 km north of Perth. Broome Prison is the receipt hub for new prisoners within the region and facilitates transfers of prisoners throughout the Kimberley Region and to Metro Prisons in the South.

The Security Manager, in partnership with the Superintendent and the Security Services directorate, directs controls and administers the security function of the prison. Duties include intelligence gathering analysis and dissemination of information, coordination of investigations, and assists in the compilation and auditing of security standards.

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Responsibilities of this Position

Security and Control

- Is responsible for the strategic management of security systems and processes within the prison including physical, procedural and dynamic.
- Conducts all security related investigations, presenting the reported findings to both the Superintendent and the Director Security Services.
- Creates, maintains and updates local security instructions in accordance with state wide policy
- Ensures compliance to security standards and instructions by all staff within the prison
- Where operational requirements permit conducts peer audit and security reviews where agreed by the Superintendent and Director Security Services (minimum expectation is one per year)
- Co-ordinates intelligence led security operations pertaining to visitors to the prison.
- Acts as a two way conduit of information between the Superintendent and the Security Services Directorate
- Directs, controls and supervises Security Staff
- Advises the Superintendent and the Security Services Directorate with regard to actual or potential High Security escorts and Special Profile Offenders
- Advises the Superintendent and the Security Services Directorate with regard to problematic prisoners who may pose a threat to prison security and/or those who may require elevated security arrangements.
- Liaises with the hospital bookings clerk regarding those prisoners due to attend outpatient appointments and highlighting specific concerns.
- Liaises with external agencies on matters that impact on the security of the prison, prisoners, staff and community and ensures such matters are reported to the Manager Statewide Security and the JIS
- Investigates and responds appropriately to Ombudsman and Ministerial enquiries in relation to this position
- Provides timely and accurate information regarding the risks posed by prisoners to assist JIS in producing comprehensive risk assessments with particular regard to any external movement of prisoners
- Manages the visits, gate and reception areas of the prison on behalf of the Superintendent
- Oversees the prosecutions process within the prison

Intelligence Management

- Is responsible for the management of intelligence systems within the prison, ensuring that a comprehensive collection strategy is in place in line with approval from JIS and the Justice Intelligence Model.
- Analyses all security information, preparing appropriate strategic and operational plans for the management team in conjunction with JIS.
- Establishes and maintains a clear, comprehensive and trusting information reporting relationship between the prison and JIS.
- Ensures that ALL security related matters, irrespective of significance are reported to the JIS
- Acts as the Local Controller for the purpose of Informant Management, ensuring the integrity of the system and that the identity of any registered informant is known only within the direct line of the Informant Management Policy.

Emergency Management

- Is responsible for the development, compilation and maintenance, including bi-annual reviews, of all emergency orders in accordance with the Manager Emergency Management.
- On instruction from the Superintendent, co-ordinates available resources to respond to and resolve emergency situations.
- Ensures that emergency orders are tested in conjunction with both the Manager Emergency Management and the Superintendent Emergency Support Group, providing comprehensive reports and analysis to both the Superintendent and the Director Security Services following such exercises.

Health and well-being of prisoners

- Ensures that operational, health and welfare standards are met in the prison security.

Providing rehabilitation and training to re-offending

- Liaises with and advises the Superintendent on all matters in relation to prison security and ensures Department objectives are met.

Reparation to the community

- Ensures the security component of the prison is met.

General

- As a member of the Broome Regional Prison senior management team, contributes to the management of the prison in order to achieve prison outputs;
- Represents Broome Regional Prison on appropriate committees and at internal and external forums;
- Develops relationships and liaises and communicates with stakeholders;
- Contributes to the development of strategic, operational and business plans for the prison.

Cultural Change

- Contributes to a positive and innovative organisational culture and the development of initiatives to implement change in the work place.

Continuous Improvement

- Continuously improves services provided by the prison. Ongoing evaluation of opportunities to utilise financial and physical resources more efficiently. Seeks opportunity for service and productivity improvements through effective change strategies.

Cultural Respect – Working with Aboriginal people

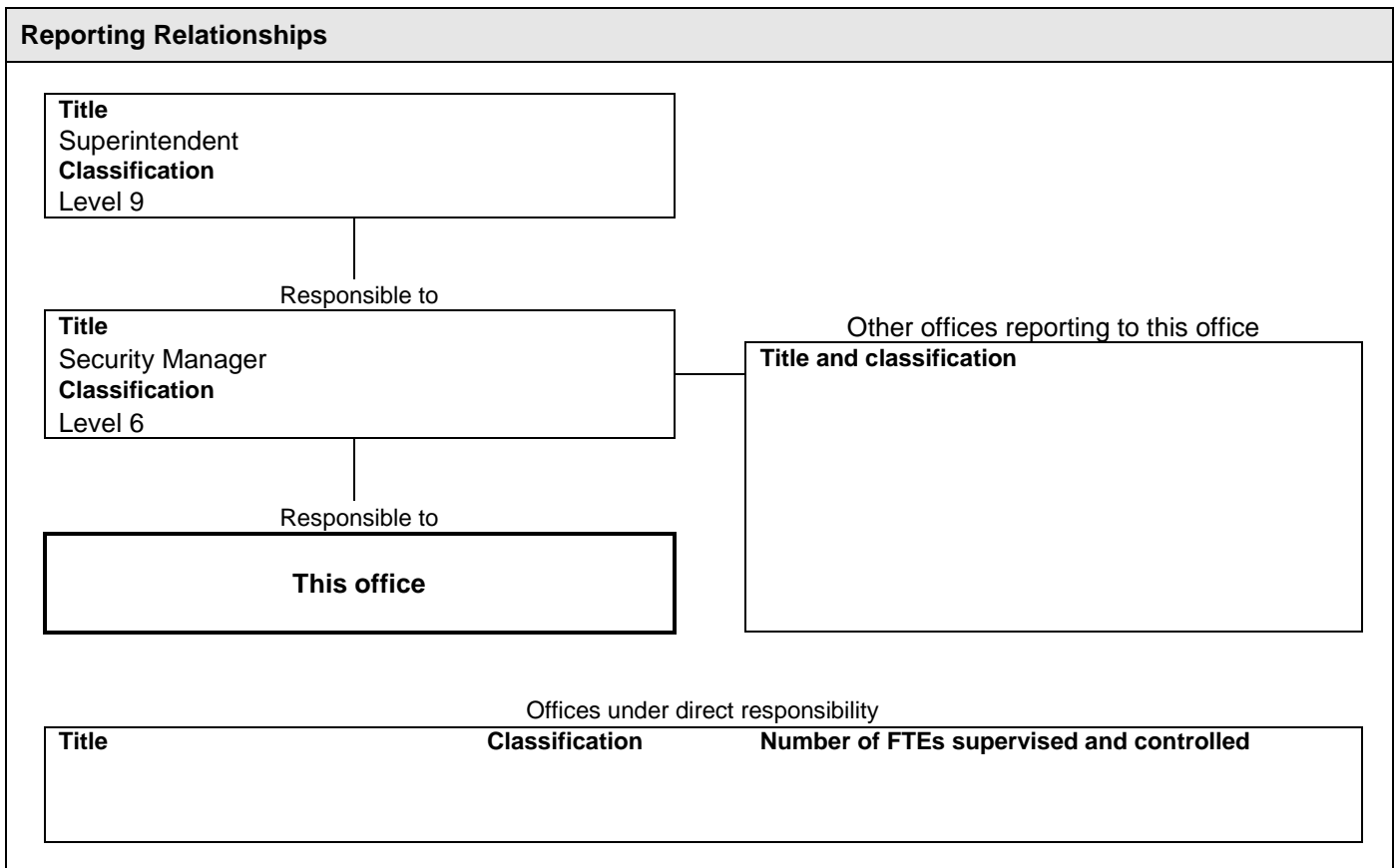
- Promotes an awareness and understanding of Aboriginal Culture to all internal and external stakeholders in line with the

philosophies and outputs of the Broome Regional Prison

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
Essential	
1. Leadership	The ability to assume an important role in the development of an inspiring, relevant vision for the agency, influence others to share ownership of agency goals and use judgement, decision-making and team building to achieve outcomes.
2. Information and Knowledge Management	The ability to negotiate and allocate the provision of information resources and manage knowledge to address strategic and operational needs and agreed outcomes.
3. (Customer Service) Standards Setting	The ability to deliver a high quality security services and consultancy support to meet organisational needs.
4. Strategic Planning and Thinking	The ability to develop strategic options, apply strategic thinking to achieve outcomes and develop and implement effective change management strategies.
5. Relationship Building and Networking	The ability to communicate effectively with diverse audiences, using a variety of strategies, establish relationships with stakeholders and represent and promote the prison
6. Policy Initiation and Development	The ability to initiate and contribute to ethical policy development and review, provide ethical policy advice, promote a work environment responsive to changing internal and external demands and develop innovative solutions to achieving outcomes.
7. Culturally Aware	The ability to communicate in a culturally appropriate way with relevant stakeholders and an understanding of cultural and social issues, particularly those relevant to Aboriginal people. The ability to actively engage with and retain Aboriginal staff and manage staff in a culturally appropriate way. Experience in working with Aboriginal prisoners to achieve positive outcomes.
8. Knowledge	<ul style="list-style-type: none"> • Knowledge of contemporary practices and principles that apply to administrative security procedures in custodial services; • Extensive knowledge of security systems and procedures relating to custodial institutions; and • Knowledge of information gathering and processing; • Understanding of Occupational Safety and Health and Equal Employment Opportunity legislation
Desirable	
Qualification/Experience	Minimum of three years' experience in a related complex Security Management environment.
(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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Location and Accommodation
Location Broome
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	/ /