



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 Administration Coordinator		Special Conditions
Effective Date February 2012	Position Number 011944	Level 2
Division Adult Custodial	Directorate Custodial Operations	Branch West Kimberley Region Prison

Divisional Outcomes

To reduce offending, protect the community and direct prisoners towards the adoption of law-abiding lifestyles.

Directorate Outputs

The custody and control of prisoners.
The care and well being of prisoners.
Reparation of the community.
A reduction to re-offending through the provision of training and appropriate rehabilitation programs.

Branch Outputs

Managing the Prison to ensure the security and good order of the prison is maintained in line with its Business Plan, resource management, budget and statutory requirements.
Managing the Prison to ensure the care, well being and development needs of prisoners are met.
The development of effective community and industry programs aimed at providing reparation to the Community.
Managing the delivery and encouraging prisoner participation in programs aimed at preventing re-Offending.

Role of the Position

West Kimberley Regional Prison – Derby is a purpose built prison designed specifically to meet the needs of Kimberley prisoners – male and female. In bringing about positive and lasting behavioural change it is recognised the prison's facilities, operational and service models must address the unique needs of Aboriginal offenders, in relation to all aspects of Aboriginal disadvantage.

Derby is located in an isolated region in Far North of Western Australia approx 220kms North East of Broome and 2500kms from Perth with the prison designed for maximum, medium and minimum security rated prisoners having separate accommodation areas and services for men and women.

The Administration Coordinator is responsible for the provision of administration and resource management support to the Manager and for the effective co-ordination and supervision of administration services within the Prison. The role involves monitoring of expenditure and responsibility for a broad range of financial and physical resource functions.

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Responsibilities of this Position

Leadership

- Provides direction and support to achieve the outcomes of clerical and administration team.
- Ensures effective two way communication between management and staff.

Policy and Procedures

- Implements and ensures compliance with organisational procedures.
- Responsible for maintenance and distribution of Orders, Rules, Policy Directives, Operational Instructions etc.

Customer Service

- Arranges and maintains diary appointments and meetings for the Superintendent and Senior Management, including updating the boardroom book, attendees, agenda, catering and advising appropriate personnel as required.
- Coordinates telephone enquiries on behalf of the Superintendent and initiates appropriate action.
- Coordinates the Superintendents travel and accommodation requirements.
- Liaises with members of Prison Services, members of the Senior Executive Service, other departmental officers, public service agencies and members of the public as required.

Financial Management

- In consultation with the Manager, prepares the annual budget estimates for the Centre.
- Monitors the monthly budget expenditure and cash flows and reports to the Manager on an ongoing basis.
- Arranges payment of all accounts and ensures that they are in accordance with purchase orders.

People Management

- Supervises daily work activity of clerical and administration staff.
- Responsible for day to day supervision including performance, staff development and induction of new staff.
- Provides on the job training for all members of the team.

Information and Knowledge Management

- Researches and prepares correspondence on behalf of the manager
- Ensures the maintenance of filing and records systems for appropriate document control and retrieval
- Provides IT support, trains staff and acts as IT Liaison Officer for the Centre

Cultural Change

- Promotes and maintains cultural awareness ensuring respect and understanding of cultural awareness ensuring respect and understanding of cultural groups, including the Aboriginal culture, society and obligations.

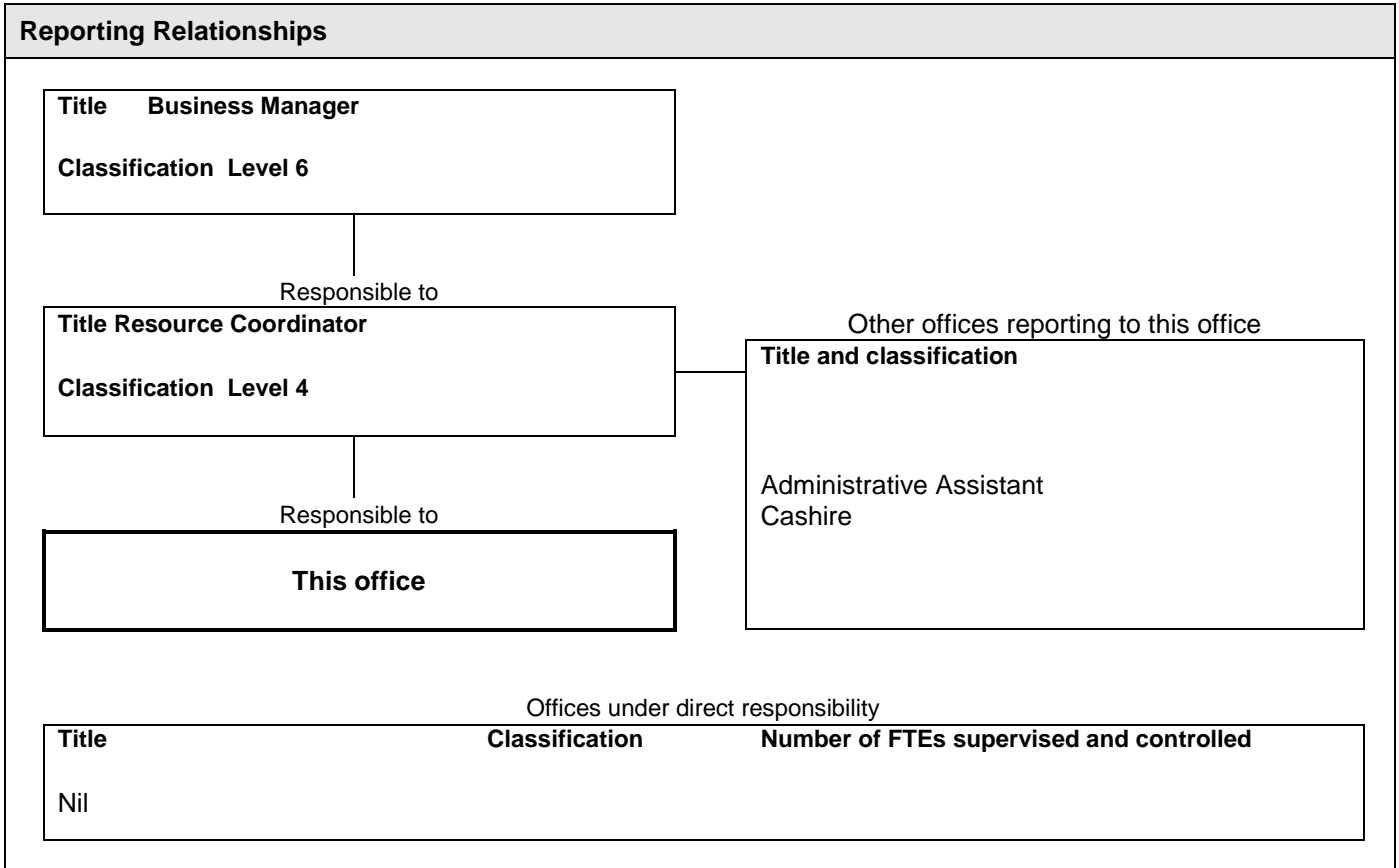
Other

- 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	
1. Administrative	Skills and experience in the use of Microsoft Office applications in word processing, spreadsheets, email and databases. Ability to use initiative to anticipate work requirements and take action with minimal supervision.
2. Communication and Interpersonal Skills	Utilising effective written and verbal communication skills. Writing accurate reports. Adjusting communication styles to suit the cultural needs of offenders.
3. Time Management and Organisation	Ability to prioritise, organise and complete work within set timeframes.
4. Information and Knowledge Management	Ability to use databases for the extraction of data to prepare sensitive or confidential and appropriate reports.
 Pre-Appointment Requirements	
Please note the following pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental Policy and Procedures. A successful applicant must:	
<ol style="list-style-type: none"> 1. Receive a clearance through a National Criminal History check and the Departmental integrity assessment; 2. Possess a current 'C' licence; 	
(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

West Kimberley Regional Prison

Accommodation (Eligibility requirement to apply)

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	/ /