



# 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> General Relief Instructor		<b>Special conditions</b>
<b>Effective date</b> September 2018	<b>Position number</b> 014583	<b>Level</b> VSO 3
<b>Division</b> Corrective Services	<b>Directorate</b> Adult Justice Services	<b>Branch</b> Albany Regional Prison

<b>Divisional Outcomes</b>
The Adult Justice Services Division is responsible for detention facilities, prisoner management programs that provide support and rehabilitation to adults who have offended, and the management of offenders in the community through probation and parole services. All these elements have a direct impact on the provision of corrective services provided by the Department; with the primary objective being to reduce offending, thereby protecting the community and guiding offenders towards a law abiding lifestyle. The role has primary accountability to fulfil obligations specified in corrective services legislation, and will consider staff welfare and community expectations, in particular victim concerns, in the achievement of key objectives.

<b>Directorate Outputs</b>
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.

<b>Branch Outputs</b>
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.

<b>Role of the Position</b>
Albany Regional Prison is Western Australia's only regional maximum security facility for males. The Prison is located 400km south east of Perth. The Prison has been designed as an "open campus" and accommodates up to 500 offenders. Activities for prisoners includes garden, kitchen, education, laundry, carpentry, metalwork, clothing and textiles, upholstery and other skills development programs.  The Relief Officer will primarily relieve catering staff on leave and will also relieve Vocational Support Officers in other areas as instructed by prison management. The core hours of the position are 0800hrs to 1600hrs Monday to Friday; however it is a requirement of this role to work alternate weekends when relieving in positions that operate on rostered shifts of 10 and 12 hour days.  The Relief Officer will be responsible for the provision of productive work for prisoners and meeting training and production deadlines whilst maintaining the good order of the Prison.

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### Responsibilities of this position

**Provide relief assistance within the Prison Industries and/or Workshops where required, maintaining the routine of the area.**

#### Production and Training

- Delivers relevant training in safe and suitable food preparation and associated activities.
- Contributes to the development of training designed to improve and enhance offenders' skills.
- Provides accredited training for the completion of traineeships through on-the-job and classroom training.
- Responsible for the control of prisoners within the assigned work area.
- Ensures proper instruction in the use of equipment through delivery of induction and training procedures.
- When assigned to the kitchen, ensure meals are prepared and served in a timely manner and in accordance with food hygiene regulations and food safety plans.

#### Resource Management

- When assigned to the kitchen maintains and coordinates the stock and purchasing of consumable food products for the prison kitchen in conjunction with other Chef Instructors.
- Maintains safe and appropriate storage of stock and equipment and ensures all equipment is maintained in good working order.
- Establishes and coordinates the logistics to cater for the supply of food.
- Maintains and coordinates the stock and purchasing of consumables and products when assigned to areas other than the kitchen.

#### Managing Offenders

- Specifically responsible for the day-to-day supervision and instruction of prisoners within the relevant work areas.
- Plans, schedules and controls daily work activity of prisoners.
- Ensures the custody of prisoners is in accordance with the requirements for the good order of the prison.

#### Teamwork

- Be familiar and support the duties of the various Vocational Support Officers at Albany Regional Prison for relieving.
- Ensure effective communication within and outside the team with internal and /or external parties that include offenders, visitors, external providers / contractors and management.

#### Policies and Procedures

- Complies and works within approved and established Occupational Safety and Health Regulations and procedures.
- Complies and works within approved and established security procedures.
- Follows workplace policies and procedures within the Prison to achieve tasks.
- Recommends and implement policies and/or procedures within areas of responsibility and identifies and reports related gaps at an operational level.
- Ensures that quality control procedures are established and maintained at all times.

#### Information and Knowledge Management

- Maintains appropriate records to track revenue and expenditure for the assigned work areas.
- Maintains appropriate employment and prisoner records whilst relieving.

When assigned to the kitchen, prepares various reports and correspondence on identified issues. (This includes such things as meal figures, FoodSafe audits, Occupational Safety and Health, incident reports, etc.) - to Catering Manager and Superintendent if necessary

#### Ethical Behaviour

- Demonstrates 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 in accordance with relevant standards, values and policies.

#### Other Duties

- 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. Trade Qualification	A certificate III Hospitality (Commercial Cookery) will be accepted as the minimum approved equivalent.
2. Knowledge of requirements within a large scale commercial catering operation	Understanding and applying hygienic practices in the preparation and storage of food; and occupational safety and health principals in a commercial catering environment.
3. Ability to provide training	Developing and delivering training relevant to catering. Encouraging Participation.
4. Communication and interpersonal skills	Effectively liaising with a broad range of stakeholders both orally and in writing. Working professionally with others in a team environment.
5. Computer Skills	Utilising programs and applications for word processing, data entry, spreadsheets and emails.

#### **Pre-Appointment Requirements**

Please note the following additional pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental policy and procedures. A successful applicant must:

- Complete the Employment Profile Assessment as determined by the DCS Recruitment Psychologist;
- Receive a clearance through a National Criminal History check and the Departmental integrity assessment;
- Possess a current 'C' class motor vehicle driver's licence
- Possess a valid Senior First Aid qualification (or equivalent) received from an accredited training provider; and
- Be willing to undertake training applicable to the role through the Department's Training Academy.

**(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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