



# 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.

<b>Position Title</b> HR Assistant Support Officer		<b>Special Conditions</b>
<b>Effective Date</b> September 2018	<b>Position Number</b> 3483	<b>Level</b> Level 2
<b>Division</b> Corrective Services	<b>Directorate</b> Adult Justice Services	<b>Branch</b> Hakea Prison

## Divisional Outcomes

The outcomes of the Adult Custodial Portfolio are to reduce offending, protect the community and encourage offenders towards a law abiding lifestyle.

The Portfolio is responsible for the management of government prisons as well as ensuring effective standards and relations with privately operated prison facilities through:

- Adult Custodial Operations;
- Custodial Services; and
- Security and Intelligence.

In achieving these outcomes and outputs, community expectations, in particular victim concerns, are taken into account.

## 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 or 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

Hakea Prison, situated in the south-east metropolitan area of Perth, 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 Prison handles only male offenders, has a significant budget and in the vicinity of 300 members of staff.

Hakea Prison has three guiding functions:

1. To receive and house all male remand prisoners in the metropolitan area, including long term remand prisoners for the State's Regional Prisons;
2. To provide a receipt facility for newly sentenced male prisoners in the metropolitan area requiring assessment prior to alternative placement; and
3. To act as a transit and dispersal prison as required.

The HR Assistant Support Officer will implement, monitor and maintain the day-to-day administration of Hakea Prison 24/7 roster ensuring optimum cost effectiveness. They will also ensure the security and maintenance of personal files located at Hakea Prison. The HR Assistant Support Officer will process human resource related applications and provide an advisory service in relation to human resource policies, procedures, award interpretation.

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### Responsibilities of this Position

#### Planning

Implements operational plans by planning and allocating workloads and resources, rostering, etc. Collates statistics to inform the planning process including roster, overtime and leave information, compiles Workers Compensation.

#### Policy and Procedures

Advises management and staff on HR policy and procedures and industrial matters, provides award interpretation, and liaises with Head Office where appropriate. Implements various processes including the shift roster, leave roster, ensuring compliance with organisational procedures and Workers Compensation.

#### Team Work

Participates constructively and positively within workplace teams to achieve tasks. Gains experience and knowledge of all HR processes and undertakes the duties of the relevant positions within Human Resources when deemed appropriate by the Manager Human Resources.

#### Service Delivery

Formulates and implements the shift roster for the entire Prison. Ensures that the Prison's required staffing levels are maintained, approves shift swaps in accordance with regulations and assists in covering absences and vacant shift lines when appropriate. Formulates implements and manages the leave letter roster and ensures compliance with award conditions and available leave entitlements. Certifies all leave forms ensuring accuracy and timely processing. Approves leave swaps and applications for leave outside of the normal schedule period ensuring that the shift roster is not adversely affected. Responsible for completion and timely advice of all overtime claims. Monitors overtime usage within the Prison.

#### Customer Relationships

Provides advice to management, staff and various other external agencies on human resource matters pertaining to the shift roster, leave roster, overtime, industrial relations and other complex issues.

#### Information and Knowledge Management

Monitors and reports on Prison performance in relation to the collection and analysis of statistics and preparation of HR information reports for senior management in the areas of rosters, leave and overtime. Assists the Manager Human Resources in the preparation of HR information reports for business areas and corporate executive including FTE's and establishment.

#### Cultural Change

Participates within and contributes to a positive and innovative workplace environment.

#### Continuous Improvement

Participates in the identification of and applies opportunities for continuous improvement within the team.

#### 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.

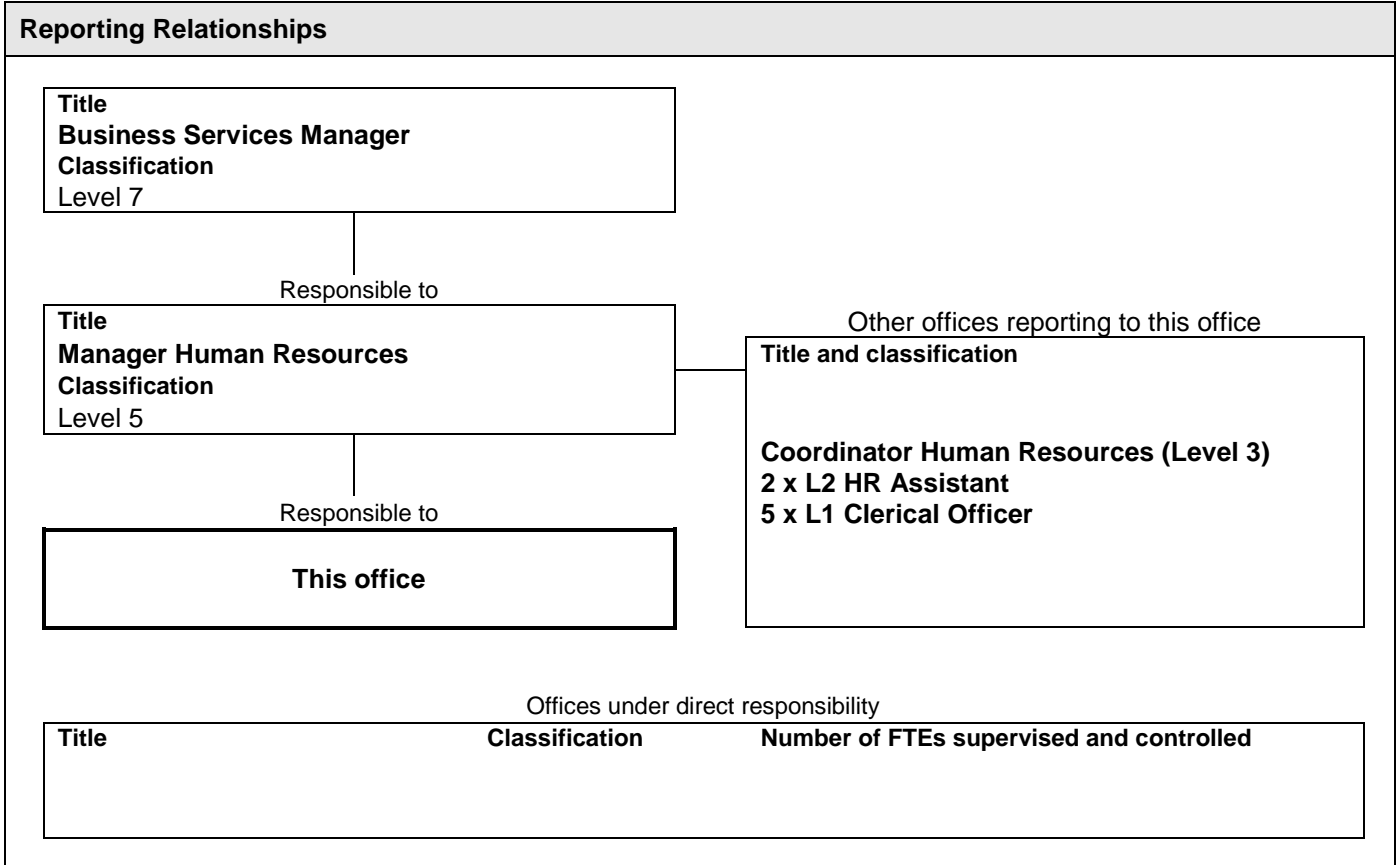
#### Other Duties

Other duties as required.

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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><u>ESSENTIAL</u></b>	
<b>1. Team Building and Maintaining Relationships</b>	The ability to participate in, lead and facilitate a work group led by example and establishes and manages effective workplace relationships to achieve positive outcomes.
<b>2. Priority Setting and Delegation</b>	The ability to set and meet work priorities and delegate appropriately within a team to achieve outcomes within timeframes.
<b>3. Monitoring and Reporting</b>	The ability to monitor and report the effective use of allocated resources for the team towards the achievement of outcomes and in compliance with policies and standards. The ability to identify HR matters of non-compliance and to instigate appropriate action.
<b>4. Problem Solving</b>	The ability to develop effective solutions to identified problems at operational level to achieve positive outcomes. The ability to advise and assist staff with HR matters of a complex nature.
<b>5. Communication</b>	Effective written, oral and interpersonal communication. The ability to negotiate.
<b>6. Knowledge</b>	Understanding of Occupational Safety and Health and Equal Employment Opportunity Legislation. Extensive knowledge of legislative process with respect to the practices and principles of human resources. Practical working knowledge of a 24 hours 7 day roster
<p>(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).</p>	

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<b>Location and Accommodation</b>
Location Hakea Prison, Nicholson Road, Canning Vale
Accommodation
<b>Allowances / Special Conditions</b>
The Contract of Employment specifies conditions relating to this position.

<b>Certification</b>	
The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.	
<b>Delegated Authority Approval</b>	
Signature	
Date	/ /