



Job Description Form

000776 Assistant Superintendent Operations

Security and Response Services

Position details

Classification Level: 7

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement
(and any subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Corrective Services, Operational Support

Physical Location: Special Operations Group, Canning Vale

Reporting relationships

Responsible to: 003132 - Superintendent Special Operations Group, Level 8

This position: 000776 - Assistant Superintendent Operations, Level 7

Direct reports: 009305 - Principal Officer POMF
Senior Prison Officer (various)
Prison Officer Shift (various)

Overview of the position

The Special Operations Group (SOG) provides specialist 24/7 armed emergency response and security support services for all correctional facilities within the State. SOG also provides surveillance and intelligence gathering, high-security escorts, specialist training and exercising.

The Assistant Superintendent Operations directs and controls activities associated with the daily security operations of the SOG. The position manages the emergency response capacity, provides assistance and support in the resolution of major prison incidents, ensures the care and well-being of prisoners and manages the perimeter security functions for Hakea Prison and the perimeter security for Casuarina Prison.

In addition, this position forms part of the Incident Management Team during emergency situations in line with the Emergency Management arrangements.

As a member of the SOG senior management team, the Assistant Superintendent Operations contributes significantly to leadership, direction and management of the Unit ensuring that statutory requirements and best practice service delivery standards are met.

Job description

As part of the Security and Response Services team, the successful applicant will be expected to:

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 the chain of command 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.

Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

Monitors and supervises the daily operations relating to the SOG to ensure the custody of prisoners and compliance with legislation, established policy, procedures and strategies.

Coordinates the management of High Security Escorts prisoners under escort state-wide liaising with a range of internal and external stakeholders.

Coordinates the management of all intrastate, interstate and international prisoner escorts, liaising with a range of internal and external stakeholders.

Support respective state-wide adult and juvenile facility managers in the event of critical incidents and in the provision of emergency response in these situations

As a member of the SOG's senior management team contributes to the identification of emerging issues, risks and the development and implementation of Departmental and local policies, practices, procedures and initiatives.

Undertakes environmental scanning in consultation with key stakeholders to identify future issues, trends and best practice in custodial security and ensure that they are embedded in all training, related to special operations.

Develops, implements, manages and maintains partnerships and relationships within the Department, with other Government authorities and with external organisations to ensure the SOG's strategic, operational and business requirements are met.

Manages security information, preparing appropriate strategic and operational products (eg: training, contrabands etc) for the management of SOG operations in conjunction with other Directorates of Corrective Services.

Co-ordinates operations in accordance with the Departments Drug and Alcohol plan. This includes planning, scheduling and leading state-wide searches of operational staff, visitors and prisoners.

Undertake risk assessment to mitigate potential risks to the security of correctional facilities or persons and establish effective mechanisms to share information with various entities particularly the Intelligence Services Branch

Co-ordinates intelligence led state-wide security operations pertaining to visitors and prisoners in the prisons and detention centres including 'at risk' detainees.

Co-ordinate state-wide operations and in accordance with strategic initiatives and community programs.

Ensures that resources including human, financial and physical assets are available and effectively deployed to meet the needs of the SOG.

Deputises for the Superintendent when necessary.

Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

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

Shapes and Manages Strategy

The ability to; provide direction to others regarding the purpose and importance of their work , set work tasks that align with strategic objectives and communicates the expected outcomes, understand the Department's objectives and aligns project activities accordingly, consider the ramifications of identified issues and evaluate their potential impacts on work plans and operational goals, gather and investigate information from a range of sources and explore new ideas and different points of view, investigate best practice approaches that may enhance service delivery are important for this role.

Achieve Results

The ability to; critically review project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, identify key talent that will enhance and support performance, remain flexible and responsive to changes in requirements, seek specialist expertise and capitalise on the expert knowledge and skills of others, set clear plans and timeframes for project implementation and outlines specific activities that support success, respond in a positive and flexible way to change and uncertainty, share information and own expertise with others, see projects through to completion, monitor project progress and adjusts plans as required to meet deadlines, commit to achieving quality outcomes and seek feedback from stakeholders to gauge satisfaction are all fundamental to this role.

Builds Productive Relationships

The capacity to; build and sustain relationships with a network of key people internally and externally, be proactive in offering assistance for a mutually beneficial relationship, anticipate and be responsive to internal and external clients' needs, involves, encourages and recognises the contributions of people, consult and share information and ensures that others are informed of issues, work collaboratively with the team, encourage the exploration of diverse views and try to see things from different perspectives, identify learning opportunities and strengths within the team and delegate tasks accordingly, set

clear performance standards and provide timely praise and recognition, provide constructive objective feedback in a manner that gains acceptance and achieves resolution, deal with poor performance promptly are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

This role requires; a high level of personal commitment to integrity, professionalism, probity and personal development, adherence to the Code of Conduct, the ability to stand by own position when challenged, to seek advice and guidance when required, takes personal responsibility for meeting objectives and shows initiative and acts proactively to progress work to meet deadlines, able to remain positive and respond to pressure in a controlled manner – continues to progress work despite criticisms and setbacks, a strong commitment to learning and self-development and acceptance of challenges and new opportunities. Engage with risk by providing impartial and forthright advice, constructively challenging important issues and proposing solutions. Actively identifies and manages risk issues escalating as required.

Communicates and Influences Effectively

A demonstrated ability to: present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences, approach negotiations with a strong grasp of key issues, able to frame persuasive arguments that take account of opposing views, encourage support from relevant stakeholders, strive to achieve outcomes that benefit both parties are all requirements for this role.

Role Specific Criteria

- Working knowledge of contemporary practices and principles that apply to emergency management and security legislation and technology, in the criminal justice system.
- Knowledge of, or successful completion of the Australasian Inter-service Incident Management System (AIIMS) or equivalent.

Special requirements/equipment

- The position holder may be required to provide 24 hour/7 day a week response to major incidents or emergency situations as part of the Incident Management Team (IMT)
- Possession of a current Western Australian 'C' class drivers licence or equivalent.
- The position holder may be required to travel and to work outside of normal hours if there is a critical incident or operation.
- It is a requirement that the position holder is successful, within 6 months of commencement, in obtaining a:
 - NEGATIVE VETTING LEVEL ONE security clearance as a condition of employment and maintaining the clearance for the duration of their appointment in the position. Only Australian Citizens are eligible to hold the NEGATIVE VETTING LEVEL ONE security clearance.

- Clearance under the Working with Children (Criminal Record Checking) Act 2004.

Certification

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

DIRECTOR GENERAL, DEPARTMENT OF JUSTICE

Signature: _____ Date: 28 Aug 2020

HR certification date: _____