



# Job Description Form

## 015558 Manager Training and Exercises

### Security and Response Services - Special Operations Group

#### Position details

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Classification Level: 6

Award/Agreement: Public Service Award / Public Sector CSA Agreement

Position Status: Permanent

Organisation Unit: Corrective Services, Operational Support

Physical Location: Special Operations Group, Hakea Prison Complex, Canning Vale

#### Reporting relationships

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Responsible to: 008029 Assistant Superintendent Specialist Services – Level 7

**This position: 015558 Manager Training and Exercises – Level 6**

Direct reports: 2 x Team Leader Training (015559, 015560 - Level 5)

002596 Senior Officer Weapons and Tactics (SOTRN)

#### Overview of the position

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

The Manager Training and Exercises enables SOG capability and preparedness and key components of the Corrections Emergency Management System, through the delivery of training, exercising and preparedness review.

The position manages, advises, promotes and coordinates specialised skills training and development strategies and programs for the SOG and Corrective Services staff. This includes the delivery of training and the validation of emergency procedures, fire, critical incident management, safety and security, weapons and tactics via exercises.

In addition, this position may form part of an emergency management structure during emergencies at custodial facilities across the State.

## **Job description**

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As part of the Special Operations Group, 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**

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- Develops innovative, specialised training and exercise solutions, strategies and programs to enable capability and assure preparedness of the SOG and Corrective Services facilities across the State.
- In conjunction with the Academy, develops and provides advice on organisational policy, guidelines and performance standards for training and exercises, ensuring compliance with legislative requirements.
- Provides leadership and expert advice to a range of internal and external stakeholders on quality management, continuous improvement and best practice client service within a training and exercise context.
- Oversees operations of SOG Training, providing advice and mentoring to Team Leaders to develop enhanced capabilities.
- Identifies future issues, trends and best practice in training and development and recommends appropriate action and/or solutions.
- Provides advice and assistance in the development of training programs and competency-based training and assessment for a wide range of specialist skills, ensuring compliance of training delivery and assessment to required standards.
- Training program owner for specialised security, emergency response and use of force.
- Manages the planning and effective deployment of resources, to meet the (training and exercise) needs of the SOG and the organisation.
- Prepares, coordinates and synchronises training and exercise schedules of the SOG and Corrective Services facilities across the State.
- Assures the reporting and analysis of training and exercise outcomes and improvement plans.

- Acts as a senior advisor/member of an Exercise Control Team; conducts, evaluates and reviews emergency response drills and exercises for custodial facilities across the State.
- Evaluates and develops After Action Reports and Improvement Plans to contribute to improvement of (training to build capability in) emergency response systems and preparedness.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### **Job related requirements**

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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; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, scan the environment to monitor priorities and keep self and other stakeholders informed on critical factors and issues, think laterally, be innovative, identify and work collaboratively to overcome challenges and implement reform program initiatives are important for this role.

#### **Achieve Results**

The ability to; evaluate project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, deal positively with uncertainty and cope in a changing environment, able to determine appropriate actions despite a lack of clarity, a focus on quality, adherence to current procedures and managing projects to completion within a set timeframe are fundamental to this role.

#### **Builds Productive Relationships**

The capacity to network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, to actively listen to staff, colleagues and stakeholders involved in the reform program and encourage engagement and contribution to the process is a requirement for this role.

#### **Exemplifies Personal Integrity and Self-Awareness**

A demonstrated; high level of personal commitment to integrity, professionalism, probity and personal development; adherence to the Code of Conduct; ability to constructively challenge issues, discuss alternatives to progress issues, meet objectives, follow up to finalise work, maintain a positive outlook. Engage with risk by providing impartial and clear advice, constructively challenging issues and proposing solutions. Actively identifies potential risk issues and reports to management.

#### **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 is a requirement for this role.

## Role Specific Criteria

- Demonstrated experience in leading a team to successfully deliver a range of training programs including evaluation and management in an operational, regulated, public safety or related organisation.
- Experience in operational exercise program design, conduct, evaluation and the development of continuous improvement initiatives.
- Possess Certificate IV Training and Assessment

## Special requirements/equipment

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- Possession of a current Western Australian 'C' class driver's license 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.
- This position is identified under Section 6 of the Working with Children (Criminal Record Checking) Act 2004 as Child Related Work. Applicants must have a current Working with Children Check to be eligible for appointment to this position.

## Certification

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

COMMISSIONER, CORRECTIVE SERVICES

Signature: \_\_\_\_\_ Date: 05/06/2020

HR certification date: September 2020