



Job Description Form

Generic Team Leader Training

Security and Response Services - Special Operations Group

Position details

Classification Level: 5

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

Position Status: Permanent

Organisation Unit: Corrective Services, Operational Support

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

Reporting relationships

Responsible to: 015558 Manager Training and Exercises – Level 6

This position: Generic Team Leader Training – Level 5

Direct reports: NIL

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. The SOG also provides surveillance and intelligence gathering, high-security escorts, specialist training and exercising.

The Team Leader Training contributes to SOG capability and preparedness and key components of the Corrections Emergency Management System, through the delivery of training, exercising and preparedness review.

The position coordinates the development of a range of specialised training programs, coordinates and supervises a team of trainers in the delivery of training to required standards. The position manages, advises, promotes and coordinates the delivery of SOG initial, refresher and state-wide specialised skills training for all Corrective Services staff. The position plays an active role in the conduct, evaluation and review of emergency response drills and exercises for custodial facilities across the State.

Job description

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

- Responsible for planning, coordination and supervision of specialist training and exercises for the SOG and Corrective Services staff.
- In conjunction with the Academy, contributes to the design and development of training programs, in response to identified operational training needs.
- Undertakes the writing of training support manuals materials, in order to deliver approved training content and curriculums to required standards.
- Delivers specialised training and conducts assessment of SOG and other staff state-wide, in a variety of classroom and operational settings.
- Provides advice, coaching and mentoring to trainers and officers to develop and enhance their capabilities.
- Monitors the progress of trainers in the performance of their duties and ensures the quality of training delivery and assessment is to required standards.
- Coordinates the induction of all new SOG staff by providing advice, coordinating mentoring, on the job training/experience and ensuring essential competency standards are met, whilst maintaining accurate training records.
- As a member of an Exercise Control Team; conducts, evaluates and reviews emergency response drills and exercises for custodial facilities across the State.
- Records, monitors, analyses and reports on training and exercise outcomes.
- Identifies future issues, trends and best practice in training and exercises and recommend appropriate action and/or solutions.
- Prioritises, responds to and develops action plans for training and exercises issues. Develops and applies project management practices to curriculum development.
- Develops effective relationships with key stakeholders and external organisations in relation to training and exercise matters.

- Sources and negotiates with external/internal suppliers, service providers and users. Liaises and coordinates with other training providers to ensure appropriate participation on these programs.
- Leads the forecasting and deployment of team resources to meet the (training and exercise) needs of the SOG and the organisation.
- 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 role 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, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work 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, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them, and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to

differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Demonstrated experience in leading, coaching and mentoring a team to deliver a range of training to approved standards.
- Proven experience in the writing of training support materials, in order to deliver approved training content and curriculums to required standards.
- Experience in the conduct, evaluation and review of emergency response drills and exercises in an operational, regulated, public safety or related organisation.
- Possess and/or progress towards or willingness to undertake a Certificate IV in Training and Assessment or similar within twelve months of commencement.

Special requirements/equipment

- 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.
- It is a requirement that the position holder is successful, within 6 months of commencement, in obtaining:
 - 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.

Superintendent SOG

Signature: _____ Date: 17 March 2023

HR certification date: March 2023