



Job Description Form

Department of Justice purpose

To provide a safe, secure and decent justice service which contributes to community safety and reduced prisoners' involvement in the justice system.

Position title Principal Officer		Position number Generic
Award/Agreement Prison Officers' Industrial Agreement	Special conditions N/A	Classification level Principal Officer
Division Corrective Services	Directorate Various	Branch Various

Divisional purpose

The Corrective Services division is accountable for providing support to the justice system and the community of Western Australia by ensuring the security and safety of detainees and prisoners as well as prisoners on community-based orders, with a focus on rehabilitation.

Reporting relationships

Responsible to: Designated Line Manager
This position: **Principal Officer (Generic)**
Direct reports: Various

Overview of the position

The Directorate is accountable for the custody and containment, care and wellbeing, reparation, development and reintegration of people within their supervision.

The Principal Officer provides leadership and direction to uniformed staff within the context of the prisons specific environment and monitors all areas under their control for staff effectiveness, probity, conduct and behaviour, ensuring compliance with policies and procedures and all required standards are met, making improvements where necessary, together with contributing to the development of strategic, operational and business plans of the prison.

The Principal Officer is an integral part of prison management in ensuring that the day-to-day operation of the prison/unit is both effective and efficient. They are responsible for ensuring that the operations of the prison conducted by uniformed staff are in accordance with the statutory requirements and Department of Corrective Services' policies and procedures as directed by the Prison Superintendent.

The Principal Officer is to actively manage the structured day ensuring that regime times are adhered to and to be the first point of call for all day to day operational issues whilst ensuring that operations of the prison are undertaken in a professional, timely and effective manner commensurate with the good order and governance of the prison to maintain the highest standards of procedural compliance. This role will act as the Officer in Charge of the prison when required and refer operational issues to the Senior Leadership Team.

The Principal Officer manages the uniformed staff Performance Appraisal and Development (PADS) process on behalf of the Superintendent; ensuring the Senior Officer group conduct the Performance Appraisal process for all uniformed staff positions in a proper and timely manner and act as a coach and mentor to all officers, together with taking responsibility for their own learning and development and actively seek opportunities to enhance skills and competencies.

Employee responsibilities

Employees will:

- Demonstrate a commitment to adhere to the Department's Code of Conduct, Code of Ethics and Equal Employment Opportunity legislation
- Communicate constructively and build relationships; model integrity and respect; understand individual differences and diversity in all interactions; act professionally and acknowledge mistakes
- Comply with and work within the *Prisons Act 1981*, Prisons Regulations 1982, custodial operational instruments and departmental policies and procedures
- Comply with and work within approved and established Work Health and Safety Regulations 2022 (WHS) together with security procedures
- Drive and support organisational change and continuous improvement by actively contributing to achieve the Department's vision, mission and priorities
- Support cultural and management reforms within the Department.

Role specific responsibilities

Strategic Leadership

- Direct line authority to manage all Senior Officers, Assistant Senior Officers and Prison Officers to ensure professional standards and operational requirements of the prison are met.
- Oversight of the delivery of the daily regime by uniformed staff, ensuring that the regime is delivered by uniformed staff in a timely and effective manner.
- Management of, and adherence to, incident management procedures, ensuring that all uniformed staff are aware of their respective roles in the event of a serious incident.
- Direction of the Senior Officer group, setting clear standards, expectations and boundaries on behalf of the Senior Leadership Team.
- Ensure uniformed staff compliance with all departmental statutory requirements, policies and procedures and all required standards are met.
- Contribute to the development of operational and strategic business plans for the prison and ensure they are promulgated and introduced in order to achieve prison outputs.

Knowledge

- High level knowledge of Prisons Act and Regulations 1981; DCS Protocols; Rules; Policies, Procedures and Instructions; Prison Orders and compliance framework.

Cultural Change for Uniformed Staff

- Contributes to a positive and innovative organisational culture within the Prison that is responsive to change and the ongoing development of strategic initiatives to implement changes in work practice.
- Communicates the need for change, taking into account Divisional outcomes, the political context, sensitivities and encourages managers to do the same.
- Challenges perceptions or assumptions and eradicates short term and narrow perspectives to promote, develop and maintain an equitable and harmonious workplace.
- Encourages all employees to express and resolve work related grievances in a procedurally fair manner while promoting a culture in which innovation is used to solve problems.

Performance Management

- Direct performance management of allocated Senior Officers.
- Ensure the Senior Officer group conduct PADS within the prison for all uniformed officers.
- Ensure that a quality assurance framework is embedded through the effective monitoring of performance appraisals are occurring with all uniformed staff that includes individual plans being put in place to develop, support and monitor performance.
- Manage and implement Performance Improvement Plans (PIP's) for uniformed officers that are deemed to have substandard and/or unsatisfactory performance.
- Ensure that all uniformed staff conduct their duties in accordance with the Code of Conduct and Department's Policies and Procedures.

Personal and Staff Development

- Take personal responsibility for own learning and development and actively seek opportunities to enhance own skills and competencies for current or future positions in the Department.
- Ensure that individual career planning requirements and developmental needs are addressed accordingly through training days, mentoring and coaching opportunities.
- Encourage, oversee and support acting/temporary deployment opportunities for uniformed staff to improve and enhance their skills and competence and establish a framework for succession planning within the Service.

Working with Women in Custody

- An understanding and commitment to the implementation of policies and procedures that are specific to working with women in custody where applicable to their site.

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.
- Ensures that Equal Opportunities and Diversity and Departmental Policies are observed by all staff and prisoners and by demonstrating a personal commitment to and leadership towards equal opportunity agendas across the organisation.
- Ensures accidents and near misses are referred to and fully investigated by the appropriate authority and follow up actions taken in accordance with OSH procedures.

General

- Undertake the role of Officer in Charge of the prison when required.
- In the absence of Assistant Superintendents manage and coordinate weekend At Risk Management System (ARMS) in accordance with the ARMS Manual as required.
- Undertake quality assurance on operational policies and procedures relating to uniformed staff to improve the quality of day-to-day compliance and operations, ensuring that basic standards are adhered to and maximised across the facility.

Other

- Other duties as directed.

Job related requirements (selection criteria)	Context within which the requirements will be applied and/or general standard expected
1. Strategic Leadership	Demonstrated ability to support and implement strategies, policies and processes that contribute to achieving safe, secure, constructive working and management processes

	within an adult custodial environment. Demonstrated ability to take into account impact of own actions and plans on other functions and agencies.
2. Governance	Knowledge of internal investigation policies and procedures; knowledge of relevant staff performance management policies and procedures; demonstrated ability to effectively address workplace bullying and a comprehensive understanding of relevant equal opportunity and occupational health and safety policies and procedures; knowledge of adult custodial standards.
3. Shows Drive and Resilience	Demonstrated ability to maintain motivation, commitment and perform duties in all situations within an adult custodial environment. Demonstrated ability to maintain a sense of perspective and use conflict resolution techniques to prevent disorder when faced with resistance, aggression and strong emotions.
4. Communication	Demonstrated ability to communicate convincingly and with authority to present sometimes complex information and briefings to uniformed staff using methods and styles that will engage and motivate within an adult custodial environment. Demonstrated ability to listen, accept sound ideas and arguments, and to use influence to reason and gain cooperation and agreement from uniformed staff to support and advocate departmental policies, agenda and priorities.
5. Conceptual, Analytical and Embracing Change	Demonstrated ability to gather and analyse information from a range of sources to identify problems, take into account implications and risks of different options and make effective decisions in the audit of management processes. Ability to challenge perceptions and assumptions, eradicate short term and narrow perspectives, adopt a positive attitude to changing circumstances and support a culture that encourages people to propose ways to improve existing practices to achieve strategic and positive change.
6. Knowledge	Demonstrated recent operational and broad prison based experience within an adult custodial environment. Applicants must currently be, or have held, the substantive rank of Senior Officer. Demonstrated knowledge and understanding of the Prisons Act 1981, Prison Regulations and other legislation, policies and rules relating to the Western Australian criminal justice system.
7. Eligibility for appointment	Eligibility for appointment to the Principal Officer position requires the applicant to hold a substantive appointment as a Prison Officer within the WA Prison Service.
Desirable Qualifications	Possession of or progression towards a Diploma in Correctional Practice.

Note: When applying for vacant positions, applicants are required to address the job related requirements in the left-hand column only. The context and standards only provide general guidelines within which the job related requirements will be applied to the role specific

responsibilities.

Special requirements, licenses and accreditations

- Be willing to undertake training applicable to the role through the Department's Training Academy.
- Be willing to undertake skill set(s) and vocational competencies to meet industry standards as trainers and/or assessors (*if applicable*).
- Possess a current valid manual class "C" motor vehicle driving licence.
- Possess a current valid Provide First Aid (HLTAID003) accreditation (or equivalent eg Senior First Aid) received from an accredited training provider with a minimum of 12 months validity remaining.
- Possess a current valid Construction Induction Training accreditation (White Card) (*if applicable*).

Pre-appointment conditions

To comply with the *Prisons Act 1981* and Prisons Regulations 1982, applicants must:

- Complete an Employment Profile Assessment as determined by the Department
- Receive clearance through a National Criminal History Record check and Integrity assessment.

Certification

Delegated Authority

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

Name:

Title:

Signature:

Date: / /

**HR
Certification**

Job description form effective date: 18 / Feb / 2026