



Position title Security Manager		Position number 001162
Classification level Level 6	Award/Agreement PSA 1992 / PS CSA Agreement	Effective date July 2008
Division and Directorate Corrective Services Adult Male Prisons	Branch Adult Custodial Operations	Location Roebourne Regional Prison

Mission	Principles	Values
<ul style="list-style-type: none"> A fair, just and safe community for all Western Australians 	<ul style="list-style-type: none"> High performing and professional Ethical and accountable Trained, safe and supported 	<ul style="list-style-type: none"> Respecting rights and diversity Fostering service excellence Being fair and reasonable

Reporting relationships

Responsible to:	1097	Level 9	Superintendent
This position:	001162	Level 6	Security Manager
Direct reports:	Various		

About this position

The Security Manager, in partnership with the Superintendent and the Security Services directorate, directs controls and administers the security function of the prison. Duties include intelligence gathering analysis and dissemination of information, coordination of investigations, and assists in the compilation and auditing of security standards.

Key deliverables – what this position involves

Security and Control

- Is responsible for the strategic management of security systems and processes within the prison including physical, procedural and dynamic.
- Conducts all security related investigations, presenting the reported findings to both the Superintendent and the Director Security Services.
- Creates, maintains and updates local security instructions in accordance with state wide policy.
- Ensures compliance to security standards and instructions by all staff within the prison.
- Where operational requirements permit conducts peer audit and security reviews where agreed by the Superintendent and Director Security Services (minimum expectation is one per year).
- Co-ordinates intelligence led security operations pertaining to visitors to the prison.
- Acts as a two way conduit of information between the Superintendent and the Security Services Directorate.
- Directs, controls and supervises Security Staff.

- Advises the Superintendent and the Security Services Directorate with regard to actual or potential High Security escorts and Special Profile Offenders.
- Advises the Superintendent and the Security Services Directorate with regard to problematic prisoners who may pose a threat to prison security and/or those who may require elevated security arrangements.
- Liaises with the hospital bookings clerk regarding those prisoners due to attend outpatient appointments and highlighting specific concerns.
- Liaises with external agencies on matters that impact on the security of the prison, prisoners, staff and community and ensures such matters are reported to the Manager Statewide Security and the JIS.
- Investigates and responds appropriately to Ombudsman and Ministerial enquiries in relation to this position.
- Provides timely and accurate information regarding the risks posed by prisoners to assist JIS in producing comprehensive risk assessments with particular regard to any external movement of prisoners.
- Manages the visits, gate and reception areas of the prison on behalf of the Superintendent.
- Oversees the prosecutions process within the prison.

Intelligence Management

- Is responsible for the management of intelligence systems within the prison, ensuring that a comprehensive collection strategy is in place in line with approval from JIS and the Justice Intelligence Model.
- Analyses all security information, preparing appropriate strategic and operational plans for the management team in conjunction with JIS.
- Establishes and maintains a clear, comprehensive and trusting information reporting relationship between the prison and JIS.
- Ensures that ALL security related matters, irrespective of significance are reported to the JIS
- Acts as the Local Controller for the purpose of Informant Management, ensuring the integrity of the system and that the identity of any registered informant is known only within the direct line of the Informant Management Policy.

Emergency Management

- Is responsible for the development, compilation and maintenance, including bi-annual reviews, of all emergency orders in accordance with the Manager Emergency Management.
- On instruction from the Superintendent, co-ordinates available resources to respond to and resolve emergency situations.
- Ensures that emergency orders are tested in conjunction with both the Manager Emergency Management and the Superintendent Emergency Support Group, providing comprehensive reports and analysis to both the Superintendent and the Director Security Services following such exercises.

Health and wellbeing of prisoners

- Ensures that operational, health and welfare standards are met in the prison security.

Providing rehabilitation and training to reduce offending

- Liaises with and advises the Superintendent on all matters in relation to prison security and ensures Department objectives are met.

Reparation to the community

- Ensures the security component of the prison is met.

General

- As a member of the Roebourne Regional Prison senior management team, contributes to the management of the prison in order to achieve prison outputs.

- Represents Roebourne Regional Prison on appropriate committees and at internal and external forums.
 - Develops relationships and liaises and communicates with stakeholders.
 - Contributes to the development of strategic, operational and business plans for the prison.
- Cultural Change
- Contributes to a positive and innovative organisational culture and the development of initiatives to implement change in the workplace.

Continuous Improvement and Other

- Continuously improves services provided by the prison. Ongoing evaluation of opportunities to utilise financial and physical resources more efficiently. Seeks opportunity for service and productivity improvements through effective change strategies.
- Demonstrate a commitment to adhere to the Department's Code of Conduct, Public Sector Commission's Ethical Foundations and Equal Employment Opportunity legislation.
- Demonstrates the expected behaviours of the context for this role.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Leadership context – our expectations of you

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

For this role, you will be someone who exhibits behaviours and mindsets within the leadership context of [Leading Leaders](#).

Essential selection criteria – what you need to bring to this role

<p>1 Role specific requirements</p>	<ul style="list-style-type: none"> • Information and Knowledge Management: The ability to negotiate and allocate the provision of information resources and manage knowledge to address strategic and operational needs and agreed outcomes. • (Customer Service) Standards Setting: The ability to deliver a high quality security service and consultancy support to meet organisational needs. • Strategic Planning and Thinking: The ability to develop strategic options, apply strategic thinking to achieve outcomes and develop and implement effective change management strategies. • Resource Management: The ability to manage the provision and allocation of human, financial, physical and technological resources to address strategic and operational needs and agreed outcomes. • Policy Initiation and Development: The ability to initiate and contribute to ethical policy development and review, provide ethical policy advice, promote a work environment responsive to changing internal and external demands and develop innovative solutions to achieving outcomes. • Knowledge:
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Essential selection criteria – what you need to bring to this role

	<ul style="list-style-type: none"> - Knowledge of contemporary practices and principles that apply to administrative security procedures in custodial services. - Extensive knowledge of security systems and procedures relating to custodial institutions. - Knowledge of information gathering and processing; and - Understanding of Occupational Safety and Health and Equal Employment Opportunity legislation.
<p>2 Lead collectively Seek and build key relationships, work together and focus on the greater good.</p>	<ul style="list-style-type: none"> • Considers the impact on others when making decisions. • Can translate and communicate objectives into strategic projects and key performance areas. • Builds relationships and leverages these to meet objectives. • Aligns goals and purpose across different teams; cross collaborates.
<p>3 Think through complexity Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.</p>	<ul style="list-style-type: none"> • Uses logical analysis to think through complexity and effectively differentiate essential and non-essential information. • Summarises large volumes of data, extracting the essential information and translating this to target audiences. • Interrogates information from a wide array of sources and uses criteria to evaluate the merit of the information. • Identifies potential opportunities to mitigate risk and communicate them upwards.
<p>4 Dynamically sense the environment Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.</p>	<ul style="list-style-type: none"> • Considers solutions carefully and explores the wider impact of their decisions (for example, navigating social, political and economic challenges). • Intervenes early on issues and takes decisive action once the most viable solution is identified. • Communicates clearly and concisely and translates messages for target audience. • Recognises the importance of building professional networks and actively seeks to build relationships. • Resolves conflict, approaching crucial conversations with thoughtfulness, diplomacy, and confidence.
<p>5 Deliver on high leverage areas Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges.</p>	<ul style="list-style-type: none"> • Identifies and prioritises the most critical activities and assignments and continuously adjusts priorities. • Is open minded, explores innovative approaches and develops a culture of continuous improvement. • Anticipates needs and makes necessary and timely adjustments so the overarching outcome is achieved.
<p>6 Build capability Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.</p>	<ul style="list-style-type: none"> • Sets stretch learning opportunities. • Models coaching practices to influence their leaders to focus on people development. • Engages in ongoing performance and feedback conversations. • Identifies capability gaps and actively works to resolve them. • Identifies talent and enables development opportunities.

Essential selection criteria – what you need to bring to this role

7 Embody the spirit of public service

Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.

- Demonstrates empathy, compassion, integrity and humility.
- Displays insight into how their decisions impact others.
- Understands the principles of good corporate governance.
- Acts authentically as a leader with personal integrity and promotes respect and operates ethically.

8 Lead adaptively

Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

- Seeks feedback from multiple sources and adapts behaviour and approach based on feedback.
- Removes obstacles to change and works to achieve buy in.
- Develops personal and professional goals.
- Seek counsel from internal and external expert sources to fast track own learning.

Desirable selection criteria

Not considered essential to perform the role but may contribute to the ability to undertake the role.

9 Qualifications, knowledge and/or experience

- N/A

Special requirements, licenses, accreditations, and conditions

- Nil.

HR Certification

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