

# Job Description Form

## Department of Justice Purpose

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

<b>Position title</b> Work Camp Relief Officer	<b>Special conditions</b> N/A	
<b>Effective date</b> May 2021	<b>Position number</b> 015702	<b>Level</b> POWC
<b>Division</b> Corrective Services	<b>Directorate</b> Adult Male Prisons	<b>Branch</b> Roebourne Town Work Camp

### Divisional Outcomes

The Corrective Services Division is responsible for detention facilities, prisoner management programs that provide support and rehabilitation to adults who have offended, and the management of offenders in the community through probation and parole services. All these elements have a direct impact on the provision of corrective services provided by the Department; with the primary objective being to reduce offending, thereby protecting the community and guiding offenders towards a law abiding lifestyle. The role has primary accountability to fulfil obligations specified in corrective services legislation, and will consider staff welfare and community expectations, in particular victim concerns, in the achievement of key objectives.

### Directorate Outputs

Adult Male Prisons is responsible for the security and safe management of adult offenders in prisons throughout Western Australia

### Branch Outputs

Managing the Prison to ensure security and good order is maintained in line with the business plan, resource management budget and statutory requirements;  
Managing the Prison to ensure the care, wellbeing and developmental needs of prisoners are met;  
Developing effective community and industry programs aimed at providing reparation to the community; and  
Managing the delivery and encouraging prisoner participation in programs aimed at preventing re-offending.

### Role of the Position

The Work Camp Relief Officer supervises male prisoner work parties in the community, working with prisoners at the town work camp, overseeing all aspects of various projects, and liaises with community members in relation to work projects, provide instruction and training where necessary.

This position relieves Work Camp Officers for periods of annual leave and other absences. When not rostered for the work camp duties, the Officer will work from the town work camp with an internal or external Section 95 work party as required or directed.

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<b>Division</b>	<b>Directorate</b>	<b>Branch</b>
Corrective Services	Adult Male Prisons	Roebourne Town Work Camp

## Responsibilities of this position

### Supervision

Supervise, delegate and control prisoner work parties on a daily basis and be responsible for developing time lines, standards and quality of work. Manages emergency situations in an appropriate manner.

### Resource Management

Manages assets, facilities, procurement, technology and systems for teams under control.

Maintain assets register and ensure update on a regular basis.

Ensure the maintenance of the work camp assets including buildings, grounds, water supply and vehicle fleet is conducted in a timely manner.

### Prisoner Management

Account for each prisoner's personal activities and presence no less than every 2 hours, outside the hours of the Officer's personal rest.

Ensure prisoners take responsibility for the maintenance and upkeep of their living area and be self-determining in respect of their domestic and recreational activities.

Undertake the management of the prisoners in a just and humane manner in keeping with community standards and expectations.

Provide instruction and training to prisoner work parties where necessary.

Ensures and responds to the needs and concerns of offenders, including health, safety and welfare are met. Supervises the issue of medication and liaises with medical personnel at the Prison when necessary.

### Administrative

Compile routine and special reports, costing and statistical information on a regular basis as required by managers and line supervisors.

Report and liaise with Superintendents, Assistant Superintendents and Managers on issues of concern and importance.

Assist with tasks associated with work camp expenditure and prisoner expenditure including spends and gratuities.

Co-ordinate and manage the provision of food supplies and other stores and provisions at the work camps and ensure adequate supplies are maintained.

### Workplace Relationships

Ensures effective communication within and outside the work team through appropriate communication strategies and systems and in liaison with internal/external parties, including offenders, visitors and community groups.

Liaise with all relevant government agencies such as Police, Health and allied services and develop protocols for service delivery

Liaise with community consultative committee and develop community works program in conjunction with the committee, Shire and other agencies such as Landcare and CALM.

### Planning

In conjunction with the admin team at the Prison:

Contributes to Business and Operational Plans for the team. Implements Operational Plans by planning and allocating workloads and resources.

Collates statistics to inform the planning process.

Allocates, negotiates, monitors and evaluates the use of resources.

### Cultural Change

Participates within and contributes to a positive and innovative workplace environment.

### Continuous Improvement

Participates in the identification of and applies opportunities for continuous improvement within the work camp.

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<b>Work related requirements (Selection Criteria)</b>	<b>Context within which criteria will be applied and/or general standard expected</b>
1. People Management	The ability to manage people effectively, including the ability to direct, delegate and control a work party and provide instruction and training where necessary.
2. Communication	Written and verbal communication skills.
3. Team Building and Maintaining Relationships	The ability to lead and encourage team participation and live and work alongside prisoners as part of the team
4. Resource Management	The ability to manage human, financial and physical resources effectively to achieve outcomes.
5. Priority Setting and Delegation	The ability to set and meet work priorities and delegate appropriately across teams to achieve outcomes within timeframes.
<b>Knowledge/Experience</b>	Willingness to undertake training in the area of cultural and social issues affecting Aboriginal people
<b>Qualifications</b>	It is a genuine occupational qualification under section 27(2) of the <i>Equal Opportunity Act 1994</i> that the occupant of this position is male.

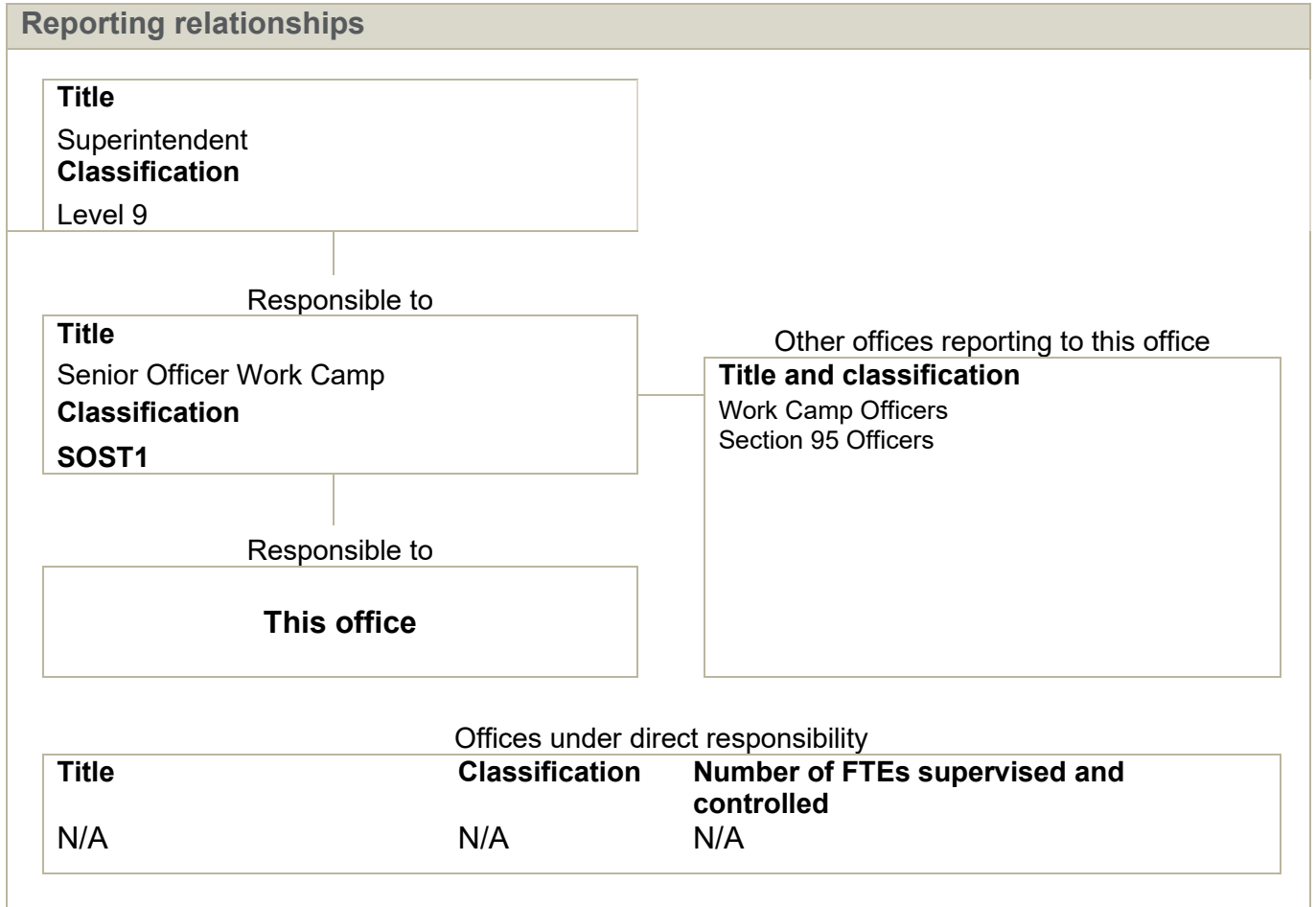
### Pre- Appointment Requirements

Please note the following additional pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental policy and procedures. A successful applicant must:

- Complete the Employment Profile Assessment as determined by the Department;
- Receive a clearance through a National Criminal History check and the Departmental integrity assessment;
- Possess a current 'C' class motor vehicle driver's licence.
- Possess a valid Senior First Aid qualification (or equivalent) received from an accredited training provider and;
- Be willing to undertake training applicable to the role through Department's Training Academy.

**(Note:** When applying for vacant positions, applicants are required to address the Work Related Requirements (Selection Criteria) in the left-hand column only. The context and standards only provide general guidelines within which the Work Related Requirements will be applied).

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**Location and accommodation**

Location  
Roebourne Regional Prison, Sampson Road, Roebourne, WA, 6718

Accommodation  
Government Regional Officers Housing (GROH) accommodation may be available subject to GROH policy.

**Allowances / special conditions**

The Contract of Employment specifies conditions relating to this position.

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

**Delegated Authority Approval**

Signature	
Date	/ /