



# Job Description Form

## Department of Corrective Services Purpose

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

|   |   |                                     |
|---|---|-------------------------------------|
| <b>Position Title</b><br><b>Training Officer - Specialised Skills</b> |   |                                     |
| <b>Effective Date</b><br>December 2007                                | <b>Position Number</b><br>Generic (Pool Ref 008327) | <b>Level</b><br>SOT                 |
| <b>Division</b><br>OM & PD  | <b>Directorate</b><br>Staff Development             | <b>Academy</b><br>Business Services |

## Divisional Outcomes

The outcomes of the Offender Management and Professional Development Division are:

- Enhancing professional development levels within the workforce by creating and implementing development opportunities for staff at all levels;
- To provide leadership and guidance in terms of the provision of career/professional management services for the Department including the provision of professional development and training, recruitment , promotion and performance management;
- Professionally manage offenders through the provision of advice, assessment and classification services related to sentence management, developmental and health programs for offenders; and
- Strategic policy development and services for the Department incorporating the management of organisation performance, policy development and review and support services of information systems, research, and statistics.

## Directorate Outputs

The Staff Development Directorate's outputs are:

- The identification of the Department's current and future training and professional development needs, at the individual, business group and organisational level;
- The development and implementation of strategies to meet identified needs;
- The provision of development and training options including related materials and packages;
- The delivery of training, which may be through sourcing and coordinating external providers, managing internal providers or a combination of both;
- The provision of on-going on and off the job assessments;
- The evaluation of programs and sessions to ensure expectations are met; and
- The validation of training to ensure that skills transfer to the workplace has occurred.

## Role of This Position

The Corrective Services Academy improves organisational effectiveness and individual staff performance, by providing staff with the opportunity to develop or improve the skills, knowledge and personal attributes necessary to fulfil their present responsibilities and to help them pursue their career goals.

As a member of the Specialised Training Section, the Training Officer designs, develops and delivers specialised operational training for the Department, particularly in relation to safety, security, incident management and emergency procedures.

This position supervises, supports and advises trainees during training to promote and maintain an environment conducive to learning and to meet Departmental standards.

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| <b>Branch</b><br>Training and Development                             | <b>Division</b><br>Prisons        | <b>Directorate</b><br>Public Prisons |

## Responsibilities Of This Position

### Training and Development

As part of the training team:

- 1.1 Participates, under the supervision of the Senior Trainer, in the development and modification of training programs and course materials in response to identified needs, legislative procedural and policy imperatives.
- 1.2 Delivers training to Academy standards in a variety of classroom and operational settings.
- 1.3 Assesses trainee progress using a variety of recognised assessment methods and techniques.
- 1.4 Evaluates staff training and development programs and prepares reports on same to senior managers.
- 1.5 Contributes to ensuring that the Department's obligations under the Department's Registered Training Organisation status are met.

### Leadership

- 2.1 Provides leadership and direction to achieve the outcomes of the Directorate.
- 2.2 Maintains the professional standards expected of training staff.
- 2.3 Supervises, supports and advises trainees during training to promote and maintain an environment conducive to learning.
- 2.4 Monitors adherence to the Departmental code of conduct, dress and grooming, and Academy behavioural standards during training courses.

### Planning

- 3.1 Identifies future issues, trends and best practice in the training and development arena and contributes to the development of business, training and other plans for the training program.
- 3.2 Develops project plans and manages these within an agreed scope of action.

### Stakeholder Relationships

- 4.1 Initiates and develops effective relationships with key stakeholders, and other internal and external organisations.
- 4.2 Liaises with trainees and senior staff by undertaking regular visits to the workplace.
- 4.3 Liaises directly with Senior Training Officers and Managers regarding Departmental policy and standards on training issues, particularly pertaining to specialised operational training and requirements of Training Packages under the scope of the Department.
- 4.4 Promotes training programs and trainee support services relevant to staff.
- 4.5 Acts as advocate for trainees in relation to programs and services offered by the Directorate.
- 4.6 Contributes to the marketing of educational material and the services/facilities of the Academy.

### Resource Management

- 5.1 Assists in ensuring that resources including human, financial and physical assets are forecast and effectively deployed to meet the needs of the Directorate.
- 5.2 Maintains and secures stores, stationery and other essential supplies required.
- 5.2 Forecasts resource requirements pertaining to specific learning and development programs.
- 5.3 Undertakes a range of administrative tasks as directed.

### Policy and Procedures

- 6.1 Contributes to the development of operational policy.
- 6.2 Addresses gaps in implementation of policies and procedures at operational level.

### Cultural Change

- 7.1 Achieves a positive and innovative organisational culture.

### Continuous Improvement

- 8.1 Continuously improves services provided by the Academy.

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| <b>Division</b><br>OM & PD   | <b>Directorate</b><br>Staff Development Directorate | <b>Branch</b><br>Specialised Training Section |
| <b>Skills, Knowledge, Behaviours and Qualifications</b><br>For purpose of professional development, providing context in relation to selection criteria, training, etc.  |   |   |
| <b><u>SKILLS</u></b>   |   |   |
| <b>Training and Development</b>  |   |   |
| The ability to:  |   |   |
| a. Develop and modify training programs and course materials in response to identified needs, legislative procedural and policy imperatives.   |   |   |
| b. Deliver training to Academy standards, in a variety of classroom and operational settings, in a large and diverse organisation.   |   |   |
| c. Assess trainee progress using a variety of recognised assessment methods and techniques.  |   |   |
| d. Evaluate and report on staff training and development programs.   |   |   |
| <b>Team Building and Maintaining Relationships</b>   |   |   |
| The ability to participate in, lead and facilitate work groups, model integrity and a positive and pro-active approach and establish and manage effective workplace relationships and networks to achieve positive outcomes.   |   |   |
| <b>Planning</b>  |   |   |
| The ability to develop operational plans for teams and to contribute to Academy business plans to achieve outcomes.  |   |   |
| <b>Information and Knowledge Management</b>  |   |   |
| The ability to use information and knowledge effectively and contribute to the development of strategies for information and knowledge management to achieve outcomes.   |   |   |
| <b>Communication</b>   |   |   |
| The ability to communicate effectively with diverse audiences, using a variety of strategies, establish relationships with stakeholders and represent and promote the Academy.   |   |   |
| <b>Monitoring and Reporting</b>  |   |   |
| The ability to monitor and adhere to quality assurance systems, particularly in the area of auditing and standards compliance within a legislative Framework.  |   |   |
| <b>Problem Solving</b>   |   |   |
| The ability to develop effective solutions to identified problems to achieve positive outcomes.  |   |   |
| <b>Experience</b>  |   |   |
| Demonstrated competency and experience in specialised skills (such as, but not limited to, emergency procedures; fire; safety and security; weapons and tactics; critical incident management).  |   |   |
| <b><u>KNOWLEDGE</u></b>  |   |   |
| <ul style="list-style-type: none"> <li>• Demonstrated knowledge of current best practice training and development methodology.</li> <li>• Demonstrated knowledge of relevant legislation, custodial policies, practices and procedures.</li> <li>• Demonstrated experience and knowledge of the operations and functions within a correctional facility.</li> <li>• Understanding of Occupational Safety and Health and Equal Employment Opportunity legislation.</li> </ul> |   |   |
| <b><u>BEHAVIOURS</u></b>   |   |   |
| Demonstrate behaviours consistent with the values described in the Code of Conduct   |   |   |
| <ul style="list-style-type: none"> <li>• Integrity - uphold high standards by being honest and fair at all times</li> <li>• Professionalism - demonstrate high professional standards in delivering quality services and always seek to improve those services</li> <li>• Respect - treat all people with dignity and respect</li> </ul>   |   |   |
| <b>Results Focused</b>   |   |   |
| <ul style="list-style-type: none"> <li>• Achieving results that exceed expectations</li> <li>• Structuring time and managing work to regularly meet deadlines</li> </ul>   |   |   |
| <b><u>QUALIFICATIONS</u></b>   |   |   |
| Possession of, or progression towards, a qualification from the Correctional Services or Public Safety Training Package, or equivalent.  |   |   |
| Possession of, or progression towards, a Certificate IV in Assessment and Workplace Training or equivalent.  |   |   |

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## **Selection Criteria**

**Applicants must address all of the selection criteria listed below in the context of the position. Please note that the applicant should be assessed on the contents of this document in its entirety.**

### **ESSENTIAL**

#### **Skills:**

##### **Training and Development**

Demonstrated ability to:

- a. Develop and modify training programs and course materials in response to identified needs, legislative procedural and policy imperatives.
- b. Deliver training to Academy standards, in a variety of classroom and operational settings, in a large and diverse organisation.
- c. Assess trainee progress using a variety of recognised assessment methods and techniques.
- d. Evaluate and report on staff training and development programs.

##### **Team Building and Maintaining Relationships**

The ability to participate in, lead and facilitate work groups, model integrity and a positive and pro-active approach and establish and manage effective workplace relationships and networks to achieve positive outcomes.

##### **Monitoring and Reporting**

The ability to monitor and adhere to quality assurance systems, particularly in the area of auditing and standards compliance with the Australian Qualifications Framework.

#### **Experience**

Demonstrated competency and experience in specialised skills based on current service in the WA Prison Service (such as, but not limited to, emergency procedures; fire; safety and security; weapons and tactics; critical incident management).

#### **Knowledge:**

Demonstrated knowledge of current best practice training and development methodology.

Demonstrated knowledge of relevant legislation, custodial policies, practices and procedures.

#### **Qualifications:**

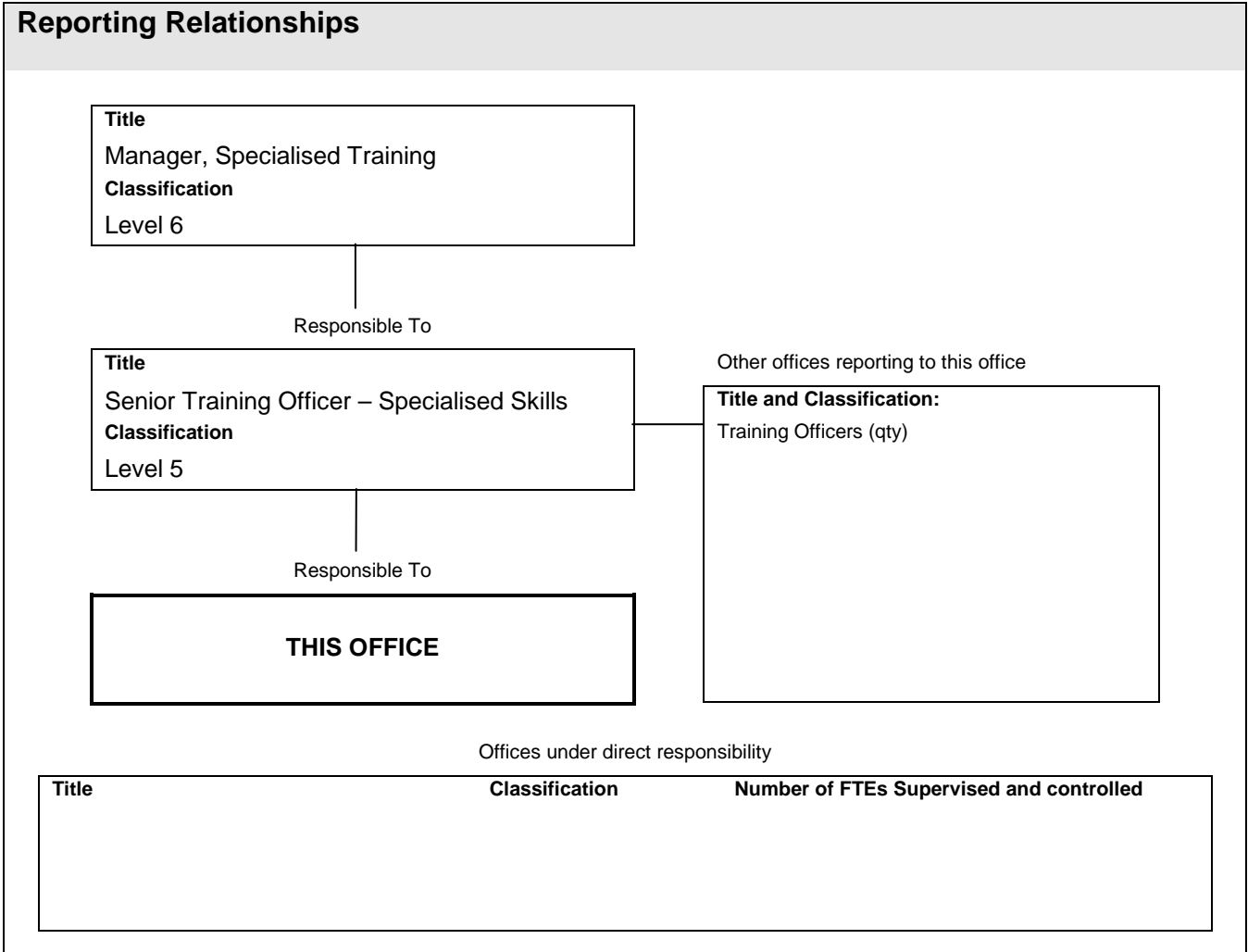
Possession of, or progression towards, a Certificate IV in Assessment and Workplace Training or equivalent.

### **DESIRABLE**

#### **Qualifications:**

Possession of, or progression towards, a qualification from the Correctional Services or Public Safety Training Package, or equivalent.

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|--|--|--|
| <b>LOCATION AND ACCOMMODATION</b><br>State location. If accommodation is available give details such as department/G.E.H.A., free/rental, etc. | <b>LOCATION</b>  | Corrective Services Academy<br>BENTLEY |
|  | <b>ACCOMMODATION</b>   | N/A                                    |
| <b>ALLOWANCES/SPECIAL CONDITIONS</b><br>State allowances and conditions applicable   | Intra state travel is a requirement of this role. Relevant allowances and entitlements apply when travel is undertaken.<br>Normally day shift Monday to Friday, however the incumbent may be required to work outside normal hours for operational reasons, in accordance with the relevant Award(s) and Agreement(s). |  |

**Certification**

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

| <b>DELEGATED AUTHORITY APPROVAL</b> <i>As per the Human Resource Management Delegations</i> |  |
|---|--|
| <b>Delegated Authority's Name</b>   |  |
| <b>Signature</b>  |  |
| <b>Date</b>   |  |