



Government of Western Australia
Department of Corrective Services

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.

| | | |
|--|--|--------------------------------------|
| Position Title Coordinator Employment Release | | Special Conditions |
| Effective Date July 2014 | Position Number 008917 | Level 5 |
| Division Adult Custodial | Directorate Custodial Services | Branch Sentence Management |

Divisional Outcomes

The outcomes of the Adult Custodial Division are to reduce offending, protect the community and encourage offenders towards a law abiding lifestyle.

The Portfolio is responsible for the management of government prisons as well as ensuring effective standards and relations with privately operated prison facilities through:

- Adult Custodial Operations;
- Custodial Services; and
- Security and Intelligence.

In achieving these outcomes and outputs, community expectations, in particular victim concerns are taken into account.

Directorate Outputs

Adult Custodial Services are responsible for sentence management policy and procedures for assessment, the effectiveness of work camps, prison industries, transition management and education and vocational services for Western Australia.

Branch Outputs

- Provision of and compliance with sentence calculations;
- Provision of timely and accurate information to sentencing and releasing authorities;
- Provision of legislative and policy advice;
- Monitoring assessment, security classifications, individual management plans and placement of prisoners;
- Compliance with legislative requirements in relation to parole, re-socialisation programs and absence permits for the purposes of the Prisoners Employment Program, Re-integration Leave and compassionate grounds; &
- Provision of departmental representation on the Prisoners Review Board.

Role of the Position

Coordinates and manages applications, and recommends and seeks approval for absence permits for prisoners participating in the Prisoner Employment Program and other absence permits as required.

Ensures recommendations have the highest regard for community safety, risk management and offender rehabilitation and are in accordance with legislative requirements and departmental policy and procedures. Deals with telephone queries and correspondence and provides support to the Managers Release Planning and Sentence Management to meet Branch service delivery and business priorities.

| | | |
|--|--|--------------------------------------|
| Position Title Coordinator Employment Release | | Special Conditions |
| Effective Date July 2014 | Position Number 008917 | Level 5 |
| Division Adult Custodial | Directorate Custodial Services | Branch Sentence Management |

Responsibilities of this Position

Coordination and Management

Coordinates and manages applications for approval of absence permits for offenders participating in the Prisoner Employment Program and other absence permits as required.

Coordinates and facilitates completion of assessment process priorities and checks, assesses, clarifies and makes recommendations for the granting of absence permits.

Policy Development & Implementation

Develops and implements processes that take into account planning, performance measurement, monitoring and reporting.

Evaluates the applications and decisions process and makes recommendations for policy improvements through effective change strategies.

Manages, monitors and evaluates processes and strategies to ensure that milestones and performance indicators are met within time and budget constraints.

Information Management

Monitors and ensures the effective use of information and knowledge.

Accesses full sets of data to comprehensively research, analyse and assess offenders.

Obtains appropriate decisions and approvals and maintains and manages the information and records system.

Implements business improvement practices that will achieve cost effective results and outcomes.

Consultation & Liaison

Consults and liaises with internal and external stakeholders.

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.

Other

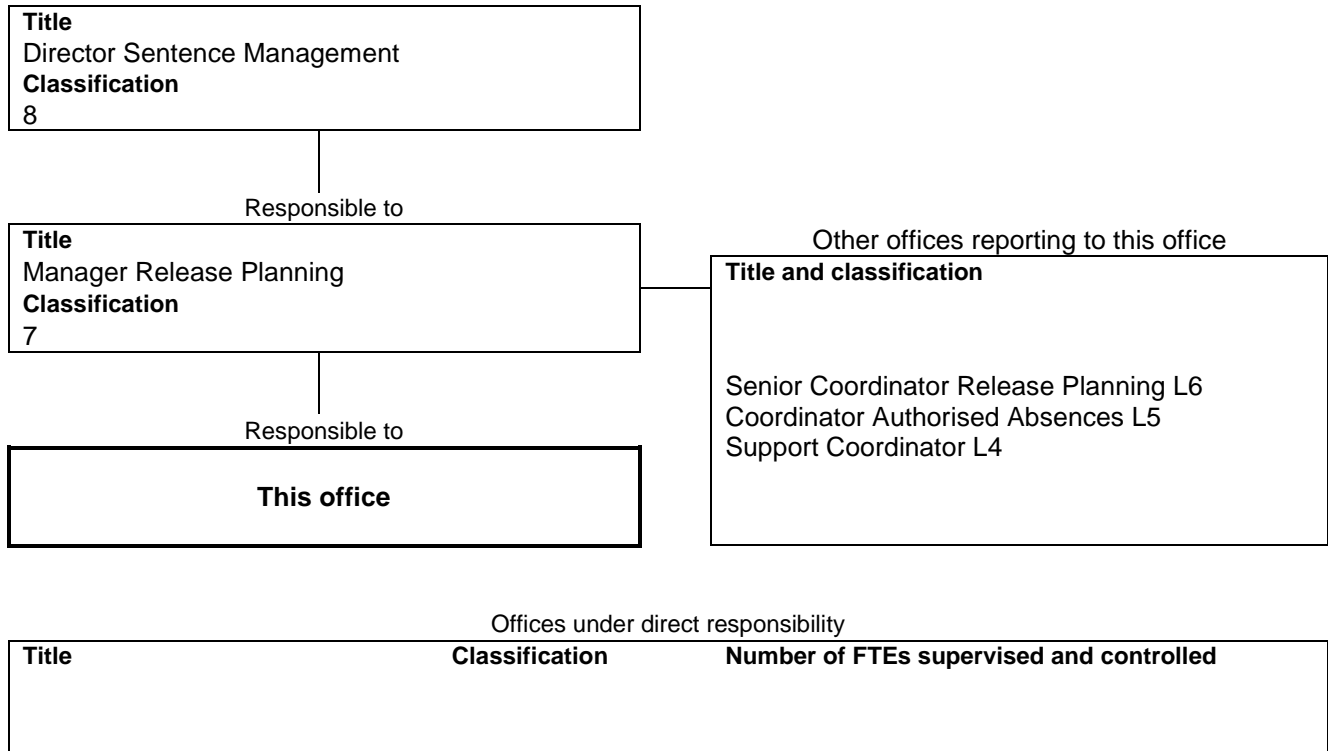
Other duties as directed.

| | | |
|---|--|--------------------------------------|
| Position Title Coordinator Employment Release | | Special Conditions |
| Effective Date July 2014 | Position Number 008917 | Level 5 |
| Division Adult Custodial | Directorate Custodial Services | Branch Sentence Management |

| Work related requirements (Selection Criteria) | Context within which criteria will be applied and/or general standard expected |
|--|---|
| <u>ESSENTIAL</u> | |
| 1. Planning & Organisational Skills | Coordinating, organising and planning work to meet priorities and deliver results. |
| 2. Assessment, Analysis & Interpretation | Assessing and interpreting legislation, policies and procedures and socio psychological factors. Identifying issues, undertaking research, analysis and evaluation of information |
| 3. Communication & Interpersonal | Preparing cases for recommendation. Preparing reports and correspondence. Liaising with individuals and groups including external stakeholders. Understanding Aboriginal culture and value systems. |
| 4. Policy Development & Implementation | Developing and implementing processes including planning, performance measurement, monitoring and reporting. |
| 5. Information Management | Using information, technology, data and knowledge. Utilising systems to maintain, interrogate and present data. |
| <u>DESIRABLE</u> | |
| 6. Knowledge | Knowledge of offender risk assessment methods and the Total Offender Management Solution (TOMS) database |
| 7. Qualifications | Relevant tertiary qualification or progress towards tertiary qualifications and/or equivalent level of skills, knowledge and experience. |
| (NOTE: When applying for vacant positions, applicants are required to address the Work Related Requirements in the left-hand column only. The context and standards only provide general guidelines within which the Work Related Requirements will be applied). | |

| | | |
|---|--|--------------------------------------|
| Position Title Coordinator Employment Release | | Special Conditions |
| Effective Date July 2014 | Position Number 008917 | Level 5 |
| Division Adult Custodial | Directorate Custodial Services | Branch Sentence Management |

Reporting Relationships



Location and Accommodation

Location
141 St Georges Terrace, PERTH 6000

Accommodation
NA

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 | / / |