



Government of **Western Australia**  
Department of **Justice**

# Job Description Form

## Manager

### Adult Community Corrections

#### POSITION DETAILS

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Classification Level: 7  
Award/Agreement: PSA 1992 / PSGOGA 2014  
Position Status: Permanent  
Organisation Unit: Adult Justice Services Division, Adult Community Corrections Directorate  
Physical Location: Various: Perth Metropolitan or Regional

#### REPORTING RELATIONSHIPS

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Responsible to: Assistant Director- Level 8

**THIS POSITION:** Generic - Manager - Level 7

Direct reports: Various

#### OVERVIEW OF THE POSITION

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The Adult Community Corrections Directorate plays a key role in the achievement of the Department's Strategic Platforms by providing essential services and legislative compliance. The Directorate ensures that adult offenders are referred to programs (provided by Rehabilitation and Reintegration Directorate) and by services in the community that improve life skills, address their offending behaviour, improve their educational and work skills, maintain family links and prepare for re-integration on their release. The Directorate ensures that each community corrections facility has the necessary resources, service specifications and legislative information to effectively manage daily operations. The Directorate will maintain a broad focus across the community corrections estate to ensure that service delivery is consistent, culturally competent and based on empirical evidence.

The ACC Branch/Centre Manager is accountable for the overall performance of the branch and manages all functions, resources, outputs and services of the Adult Community Corrections Branch/Centre. The Manager is also accountable for developing and maintaining collaborative and credible relationships with key stakeholders to achieve service delivery.

## JOB DESCRIPTION

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As part of the Adult Community Corrections team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation;
- Work to improve communication and model integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate;
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Department's interest on committees and working groups as required.

## ROLE SPECIFIC RESPONSIBILITIES

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- Directs and administratively manages the Centre, including the implementation of operational procedures, setting of objectives, reviewing methods, staffing, assumes responsibility for operational costs, budgets and contract management.
- Accountable for the delivery of an effective system of enforcement and compliance that ensures the safety and security of offenders, DCS staff and the community, ensures that offenders comply with the orders of the courts and releasing authorities.
- Provides the appropriate assessment, case-management and targeted intervention to offenders using rehabilitation assessment tools and intervention programs established and provided by the Rehabilitation and Reintegration Directorate that will guarantee consistency and rigour across all Departmental areas; and reduce re offending.
- Ensures the provision of advice to courts and releasing authorities to standards and timelines to ensure appropriate sentencing.
- Assumes responsibility for the management of offenders subject to Supervision Orders, Intensive Supervision Orders, Community Based Orders and other court or release authority imposed orders, including assurance that high risk offenders are managed to expected standards; oversees the preparation and issue of breach notices, bail revocation and arrest warrants for offenders should orders or conditions be breached.
- Liaise with sentencing and releasing authorities, WA Police and other government agencies to ensure effective and collaborative case management of offenders including Dangerous Sexual Offenders.

- Coaches, trains and mentors team leaders and members and identify appropriate training and development opportunities through professional supervision and performance management processes.
- Understands and applies the “Adult Community Corrections Philosophy”, the provisions of relevant legislation, policy and procedures applying to respectively to adult offenders/defendants and departmental staff; Ensure that all members of the case management team also understands and apply them.
- Contributes to the operational planning and resource allocation of ACC and ensures the implementation by the team through the effective planning and allocation of workloads and resources.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans

## **JOB RELATED REQUIREMENTS**

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In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

### **Shapes and Manages Strategy**

The ability to; provide direction to others regarding the purpose and importance of their work , set work tasks that align with strategic objectives and communicates the expected outcomes, understand the Department’s objectives and aligns project activities accordingly, consider the ramifications of identified issues and evaluate their potential impacts on work plans and operational goals, gather and investigate information from a range of sources and explore new ideas and different points of view, investigate best practice approaches that may enhance service delivery are important for this role.

### **Achieve Results**

The ability to; critically review project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, identify key talent that will enhance and support performance, remain flexible and responsive to changes in requirements, seek specialist expertise and capitalise on the expert knowledge and skills of others, set clear plans and timeframes for project implementation and outlines specific activities that support success, respond in a positive and flexible way to change and uncertainty, share information and own expertise with others, see projects through to completion, monitor project progress and adjusts plans as required to meet deadlines, commit to achieving quality outcomes and seek feedback from stakeholders to gauge satisfaction are all fundamental to this role.

### **Builds Productive Relationships**

The capacity to; build and sustain relationships with a network of key people internally and externally, be proactive in offering assistance for a mutually beneficial relationship, anticipate and be responsive to internal and external clients’ needs, involves, encourages and recognises the contributions of people, consult and share information and ensures that others are informed of issues, work collaboratively with the team, encourage the exploration of diverse views and try to see

things from different perspectives, identify learning opportunities and strengths within the team and delegate tasks accordingly, set clear performance standards and provide timely praise and recognition, provide constructive objective feedback in a manner that gains acceptance and achieves resolution, deal with poor performance promptly are requirements for this role.

### **Exemplifies Personal Integrity and Self-Awareness**

This role requires; a high level of personal commitment to integrity, professionalism, probity and personal development, adherence to the Code of Conduct, the ability to stand by own position when challenged, to seek advice and guidance when required, takes personal responsibility for meeting objectives and shows initiative and acts proactively to progress work to meet deadlines, able to remain positive and respond to pressure in a controlled manner – continues to progress work despite criticisms and setbacks, a strong commitment to learning and self-development and acceptance of challenges and new opportunities. Engage with risk by providing impartial and forthright advice, constructively challenging important issues and proposing solutions. Actively identifies and manages risk issues escalating as required.

### **Communicates and Influences Effectively**

A demonstrated ability to: present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences, approach negotiations with a strong grasp of key issues, able to frame persuasive arguments that take account of opposing views, encourage support from relevant stakeholders, strive to achieve outcomes that benefit both parties are all requirements for this role.

### **Role Specific Criteria**

- Demonstrated experience in leading a team to successfully deliver a range of inter-related programs and services and to evaluate and manage these in a complex and highly regulated organisation is essential.

## **SPECIAL REQUIREMENTS/EQUIPMENT**

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It is a requirement for the position holder to work out of hours as necessary.

## **CERTIFICATION**

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

<DELEGATED AUTHORITY TITLE>

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

HR CERTIFICATION DATE: \_\_\_\_\_