



Job Description Form

013793 Senior Team Leader Adult Community Corrections Training

Operational Training

POSITION DETAILS

Classification Level: 6
Award/Agreement: PSA 1992 / PSGOGA 2014
Position Status: Permanent
Organisation Unit: Operational Services Division, Learning and Professional Development Directorate
Physical Location: Department of Corrective Services Academy, Bentley

REPORTING RELATIONSHIPS

Responsible to: 013768 Assistant Director Operational Training Level 7

THIS POSITION: 013793 Senior Team Leader Adult Community Corrections Training Level 6

Direct reports: Team Leader Adult Community Corrections Training

OVERVIEW OF THE POSITION

The Learning and Professional Development Directorate plays a key role in the achievement of the Department's Strategic Platforms by providing essential services. The Directorate will be accountable for developing and delivering training including conducting assessment and selection processes to establish ongoing pools of available entry level candidates to achieve the Department's vision of Right People – Trained Right.

The Directorate's Operational Training Branch is accountable for delivering and coordinating operational training and general training as required and approved by the Operating Standards and Procedures Directorate.

The Senior Team Leader Adult Community Corrections Training is responsible for the management, coordination and supervision of a section within the Operational Training Branch. The position manages, advises, promotes and coordinates the delivery of Corrective Services Academy activities and training for all Departmental staff, with an emphasis on those from Adult Community Corrections.

Senior Team Leader Adult Community Corrections Training informs and provides advice to the Assistant Director Operational Training on emerging issues and trends, and acts as a positive change agent, contributing to continuous improvement in an environment of reform.

JOB DESCRIPTION

As part of the Operational Training 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

- Coordinate or deliver operational training, general training and refresher courses that have had their content and curriculum established by the Learning Support Services Branch. The content and curriculum of training is to be as required and approved by the Operating Standards and Procedures Directorate.
- Prepare and coordinate preparation of training schedules and training programs for Adult Community Corrections training and refresher courses required for Department staff.
- Oversee the operations of the Adult Community Corrections Training section by assisting staff as required, providing advice, coaching and mentoring to the Team Leader Adult Community Corrections Training and Training Officers to develop and enhance their capabilities.

- Monitor the progress of the Team Leader Adult Community Corrections Training and Training Officers in the performance of their duties.
- Actively participate in the formulation and achievement of objectives, strategies and priorities that support the effective functioning of the Directorate.
- Ensure the quality of operational training and general training delivery and assessment is to Directorate required standards.
- Participate in Interview Selection Panels and Decision Panels for Trainees.
- Conduct and coordinate inductions and foundation training for Trainees.
- Conduct assessment of Trainee's performance at the completion of entry-level foundation training period and recommend or not recommend approval to graduate based on Trainee's performance and competency.
- Mentor Trainees and Probationary Officers throughout their training and probation period, providing mentoring and feedback regarding progress, improvement, expectations and consequences.
- Provide input to the assessment of the Probationary Officer's performance prior to the completion of the probationary period and recommend or not recommend approval to transition to Officer status based on Probationary Officer's performance and competency.
- Conduct or coordinate operational training, general training and refresher courses for all levels.
- Assist the Learning Support Services Branch in sourcing and assessing external training service providers.
- Provide feedback to assist the Learning Support Services Branch in continuously improving training.
- Coordinate or undertake the writing of training manuals and preparation of education materials in order to deliver approved training content and curriculums to required standards.
- Assist Learning Support Services Branch in developing the Department's training e-learning modules.
- Ensure training delivered to staff is recorded in the Department's Learning Management System.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

JOB RELATED REQUIREMENTS

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; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, scan the environment to monitor priorities and keep self and other stakeholders informed on critical factors and issues, think laterally, be innovative, identify and work collaboratively to overcome challenges and implement reform program initiatives are important for this role.

Achieve Results

The ability to; evaluate project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, deal positively with uncertainty and cope in a changing environment, able to determine appropriate actions despite a lack of clarity, a focus on quality, adherence to current procedures and managing projects to completion within a set timeframe are fundamental to this role.

Builds Productive Relationships

The capacity to network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, to actively listen to staff, colleagues and stakeholders involved in the reform program and encourage engagement and contribution to the process is a requirement for this role.

Exemplifies Personal Integrity and Self-Awareness

A demonstrated; high level of personal commitment to integrity, professionalism, probity and personal development; adherence to the Code of Conduct; ability to constructively challenge issues, discuss alternatives to progress issues, meet objectives, follow up to finalise work, maintain a positive outlook. Engage with risk by providing impartial and clear advice, constructively challenging issues and proposing solutions. Actively identifies potential risk issues and reports to management.

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 is a requirement for this role.

Role Specific Criteria

- Demonstrated experience and skills supervising offenders in the community.

SPECIAL REQUIREMENTS/EQUIPMENT

Nil

CERTIFICATION

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

COMMISSIONER

Signature: _____ Date: _____

HR CERTIFICATION DATE: _____