



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 <i>Prison Officer</i>		Special Conditions
Effective Date March 2016	Position Number GENERIC	Level Various
Division Adult Justice Services	Directorate Adult Custodial Operations	Branch Various

Divisional Outcomes

The Adult Justice 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 Custodial Operations is responsible for the security and safe management of adult offenders in prisons throughout Western Australia.

Role of the Position

The Prison Officer contributes to the safe, secure and efficient operation of the prison and custody of prisoners, duty of care, reparation to the community and reduction in re-offending.

Prison Officers act as role models for prisoners and motivate and encourage them, to amend their behaviours in line with the Department's aim to increase community safety.

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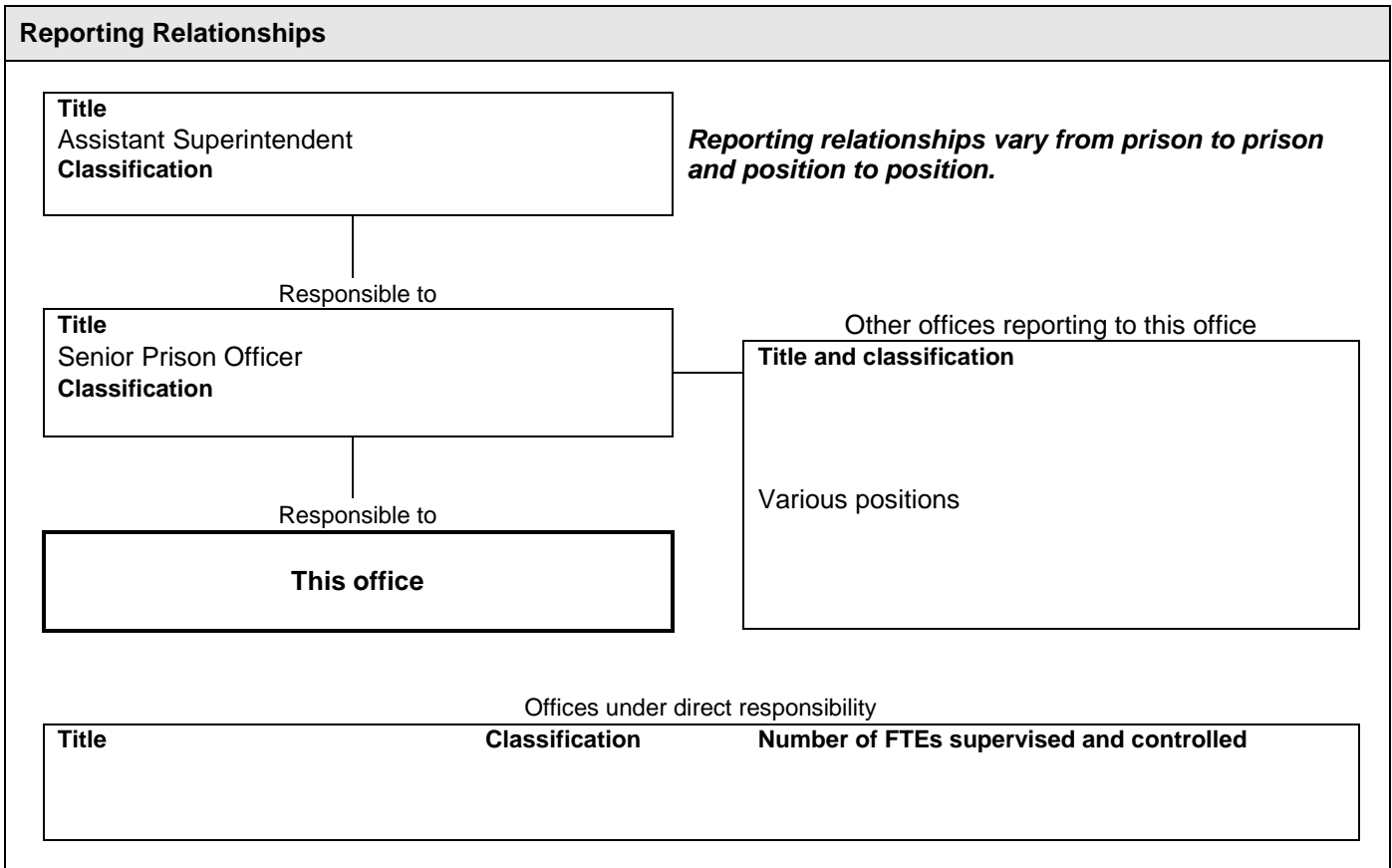
Responsibilities of this Position

- **Every Prison Officer shall comply with the Prisons Act 1981, and all regulations, rules and standing orders made under this Act by:**
 1. Maintaining custody and security of the prison where he/she is ordered to serve;
 2. Obeying all lawful orders given to him/her by the superintendent or other supervising officer; and
 3. Obeying the orders and directions of the Commissioner
- **A Prison Officer plays a key role in managing adults in custody by:**
 1. Providing motivation, encouragement and support to prisoners by working with them to gain knowledge, skills and abilities to re-enter the community;
 2. Communicating and giving directions to prisoners in an appropriate and motivational manner, including when in contact with visitors and community groups;
 3. Working in a team with other support personnel, and participates constructively and positively within workplace teams in the prison;
 4. Responding to prisoner's complaints or requests, and provide assistance and guidance to prisoners when required;
 5. Responding to incidences and complying to procedures in all areas of safety, security and correctional services;
 6. Monitoring and responding to the behaviour of prisoners and treats prisoners in a manner suited to their culture, gender, health, safety, and welfare;
 7. Creating and maintaining appropriate documentation in relation to case files, prisoner assessments, and reports;
 8. Using appropriate conflict resolution and intervention strategies, when dealing with prisoners who are at risk to themselves, other prisoners and prison officers;
 9. Adhering to prisoner management strategies as set down by the Department; and
 10. Assuming other duties as required and directed under the Prisons Act.
- It is a job requirement to successfully complete all mandatory foundation training and assessment upon engagement with the Department.
- In addition, a Prison Officer is required to undertake ongoing learning and development activities to maintain a satisfactory level of skills and knowledge as required of the position.

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
<p>The following work related criteria will be assessed at different stages of the selection process:</p> <p><u>ESSENTIAL</u></p>	
1. People Skills	Well developed interpersonal skills with the ability to engage with prisoners, staff and management constructively, and to work with gender, social and cultural differences, (including those from Indigenous groups and non-English speaking backgrounds).
2. Teamwork	Ability to work as part of a team, and be able to provide support to other officers and deal with prisoners to achieve positive outcomes.
3. Personal Integrity and Values	Appropriate ethical behaviour when dealing with prisoners and maintaining professionalism and conduct.
4. Communication	Effective oral and written skills when dealing with prisoners, staff and management, with the ability to use a range of communication tools (including office technology and computer software).
5. Problem Solving	Good judgement and intelligence, with the ability to react responsively when dealing with issues and problems (including conflict and critical incidences).
6. Initiative and Responsibility	Act appropriately and be accountable for tasks when assigned to duties and/or complying with orders.
<p>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.</p>	
<p><i>To be considered for assessment as a Prison Officer, applicants are required to address all eligibility requirements as detailed in the advertisement and/or application package.</i></p>	

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Location and Accommodation

Location
Various Prison Locations throughout Western Australia

Accommodation
May be provided in regional locations

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	