



# Job Description Form

## Corrective Services

### Deputy Commissioner, Adult Male Prisons

#### POSITION DETAILS

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Classification Level: Class 2  
Award/Agreement: PSA 1992 / PSGOGA 2011  
Position Status: Permanent full time, 5 year contract  
Organisation Unit: Adult Male Prisons  
Physical Location: Perth CBD

#### REPORTING RELATIONSHIPS

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Responsible to:

012793 Commissioner – Special Division Non-CEO Band 3

**THIS POSITION: Deputy Commissioner, Adult Male Prisons, Class 2 (To be determined)**

Direct reports:

Director Operations	Level 9 (Non-SES)
Superintendent Casuarina Prison	Class 1
Superintendent Hakea Prison	Class 1
Superintendent Albany Regional Prison	Level 9
Superintendent Broome Regional Prison	Level 9
Superintendent Bunbury Regional Prison	Level 9
Superintendent Derby Prison	Level 9
Superintendent Eastern Goldfields Regional Prison	Level 9
Superintendent Greenough	Level 9
Superintendent Karnet Prison Farm	Level 9
Superintendent Pardelup Prison Farm	Level 9
Superintendent Roebourne Regional Prison	Level 9
Superintendent Woorooloo Prison Farm	Level 9
Assistant Director Prison Industries	Level 8

#### OVERVIEW OF THE POSITION

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The Deputy Commissioner Adult Male Prisons embeds and drives the strategic vision for custodial operations across the directorate.

The position provides strategic leadership of custodial operations for adult males in custody in public and private facilities across the state and works collaboratively with the Deputy Commissioner Women and Young People (WYP) to provide appropriate custodial operations services and programs to women offenders in the regional prisons. The Deputy Commissioner Adult Male Prisons also works collaboratively with the Deputy Commissioner Community Corrections and Offender Management (CCOM) to influence the provision of services and programs to reduce reoffending and improve reintegration and rehabilitation outcomes for adult males and for the women offenders in regional prisons, integrated with the Department's broader "throughcare" strategy.

The Deputy Commissioner Adult Male Prisons is accountable for the performance of the Superintendents and other line managers, and ensures the operations of its correctional facilities are aligned to meet the Corrective Services' and the Department's strategic outcomes, budget requirements, operational standards and legislative obligations.

As a member of the Corrective Services Executive Team, the position contributes to the strategic direction and leadership of the State's Corrective Services and supports system-wide and community goals. The position works collaboratively with members of the Executive Team to develop strategies, operating policies, programs and systems to drive an integrated and high-performance correctional framework to achieve the strategic outcomes of the Corrective Services and the Department, with a clear focus on reducing reoffending.

## **JOB DESCRIPTION**

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As part of the senior leadership 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 boards, committees and working groups as required.

## **ROLE SPECIFIC RESPONSIBILITIES**

- Lead the provision of efficient and effective custodial operations for adult male offenders state-wide and women offenders in regional prisons within a high-performance corrections framework to achieve the strategic outcomes of the Corrective Services and Department, with a key focus on reducing reoffending.
- Work collaboratively with the Deputy Commissioner WYP to ensure appropriate custodial operations services are delivered to women offenders in the regional prisons including the provision of services and programs to reduce reoffending and improve reintegration and rehabilitation outcomes for women.
- Provide leadership, guidance and support to senior management across the directorate that enhances capability to deliver accountable and best practice custodial services and the reduction of reoffending.
- Lead the development, management and review of the directorate's strategic and business plans including allocation of resources, and policies, providing strategic direction to deliver the Corrective Services's and Department's strategic outcomes and Government's priorities.
- Accountable for the Directorate's service delivery and financial and operational performance that fulfils obligations in corrective services legislation and in directing and managing adult custodial services.

- Provide advice on adult male custodial operations and related policy and legislative matters to the Commissioner, Corrective Services Executive Team and Director General.
- Lead the proactive management of critical and emerging issues, foster collaborative and innovative approaches in the development of strategies to deliver successful custodial outcomes.
- Work collaboratively with the Deputy Commissioner CCOM to influence the provision of integrated programs and services to reduce reoffending and improve reintegration and rehabilitation outcomes (including for women in regional prisons), and oversee delivery.
- Lead consultation, and collaborate with internal and external stakeholders including the community on sustainable initiatives to reduce re-offending and improve the effective management, re-integration and rehabilitation of adult males in the justice system via a throughcare approach.
- Lead implementation of a culturally responsive custodial environment through the delivery of culturally competent services for Aboriginal people, aligned with the Department's Reconciliation Action Plan.
- Lead the management of critical security incidents and response across the directorate, and facilitate appropriate decision-making regarding such incidents.
- Oversight state-wide emergency plans and risk registers and lead reviews of the risk management framework within the directorate.

## **JOB RELATED REQUIREMENTS**

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In the context of this position, must demonstrate the following:

### **Essential Requirements**

#### **Shapes and Manages Strategy**

The ability to champion the organisations vision and promote a shared commitment to the Department's strategic direction; understand the Department's role within society and consider multiple perspectives when assessing ramifications of key issues on the organisation and the community; monitors change in the environment and weighs up critical factors; manages risk; develops solutions and contributes to the development of organisational strategies that are aligned with government objectives.

#### **Achieve Results**

The ability to build organisational capability and facilitate information sharing; harness technology and best practice evidence to streamline and adapt processes for operational efficiency; monitor and manage resourcing pressures to deliver intended outcomes; and foster a focus on quality and achievement.

#### **Builds Productive Relationships**

The capacity to build and sustain relationships at senior levels within the organisation, across the public sector and with a diverse range of external stakeholders; encourage stakeholders to work together and establish cross agency approaches to address issues in the justice system, empower and develop people; set clear performance standards;

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

The ability to persist and maintain focus on achieving departmental outcomes even in difficult circumstances; apply and promote the principles of customer service, equity, diversity and

occupational safety and health in the workplace; remain calm under pressure; effectively represent the Department in public and internal forums; and commit to self-reflection and personal development.

**Communicates and Influences Effectively**

Communicates clearly both verbally and in writing and adapts to a range of audiences; provides impartial and forthright advice; negotiates persuasively and listens carefully to others to ensure their views are understood; are requirements for this role.

**Role Specific Criteria**

Strong experience in initiating and managing strategies and services in a corrective services environment ensuring operations are compliant with legislation, policy and procedures and focus on reducing reoffending and meeting specialist needs.

**SPECIAL REQUIREMENTS/EQUIPMENT**

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Nil

**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.

COMMISSIONER

Signature:

Date:

CERTIFICATION DATE: