



Job Description Form

Department of Justice 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 Security Manager		
Effective Date July 2008	Position Number Generic	Level 6
Division Adult Custodial	Directorate Custodial Operations	Branch Prisons

Divisional Outcomes

Adult offenders managed in custody.

The incidence of re-offending is reduced and the community is protected and offenders have adopted law abiding lifestyles. The outcomes of the Adult Custodial division are to reduce offending, protect the community and encourage offenders towards a law abiding lifestyle. To achieve these outcomes, the Deputy Commissioner Adult Custodial ensures the development of integrated and effective policies, planning and processes for the management of offenders by working:

- with others across the Department and in other government agencies; and
- in collaboration with other human service organisations.

Outputs of the division include:

- the custody and control of prisoners;
- the care and well being of prisoners; and
- the provision of training and appropriate rehabilitation programs, in cooperation with the Professional Development and Offender Management division, for the offenders in custody.

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

Directorate Outputs

Output 1: The custody and control of prisoners.

Output 2: The care and well being of prisoners

Output 3: Reparation to the community.

Output 4: A reduction to re-offending through the provision of training and appropriate rehabilitation programs.

Branch Outputs

Output 1: Managing the prison to ensure the security and good order of the prison is maintained in line with its Business Plan, resource management budget and statutory requirements.

Output 2: Managing the prison to ensure the care, well being and development needs of prisoners are met.

Output 3: The development of effective community and industry programs aimed at providing reparation to the Community.

Output 4: Managing the delivery and encouraging prisoner participation in programs aimed at preventing re-Offending.

Role of this Position

The Security Manager, in partnership with the Superintendent and the Security Services directorate, directs controls and administers the security function of the prison. Duties include intelligence gathering analysis and dissemination of information, coordination of investigations, and assists in the compilation and auditing of security standards.

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Responsibilities of this Position

Security and Control

- Is responsible for the strategic management of security systems and processes within the prison including physical, procedural and dynamic.
- Conducts all security related investigations, presenting the reported findings to both the Superintendent and the Director Security Services.
- Creates, maintains and updates local security instructions in accordance with state wide policy
- Ensures compliance to security standards and instructions by all staff within the prison
- Where operational requirements permit conducts peer audit and security reviews where agreed by the Superintendent and Director Security Services (minimum expectation is one per year)
- Co-ordinates intelligence led security operations pertaining to visitors to the prison.
- Acts as a two way conduit of information between the Superintendent and the Security Services Directorate
- Directs, controls and supervises Security Staff
- Advises the Superintendent and the Security Services Directorate with regard to actual or potential High Security escorts and Special Profile Offenders
- Advises the Superintendent and the Security Services Directorate with regard to problematic prisoners who may pose a threat to prison security and/or those who may require elevated security arrangements.
- Liaises with the hospital bookings clerk regarding those prisoners due to attend outpatient appointments and highlighting specific concerns.
- Liaises with external agencies on matters that impact on the security of the prison, prisoners, staff and community and ensures such matters are reported to the Manager Statewide Security and the JIS
- Investigates and responds appropriately to Ombudsman and Ministerial enquiries in relation to this position
- Provides timely and accurate information regarding the risks posed by prisoners to assist JIS in producing comprehensive risk assessments with particular regard to any external movement of prisoners
- Manages the visits, gate and reception areas of the prison on behalf of the Superintendent
- Oversees the prosecutions process within the prison

Intelligence Management

- Is responsible for the management of intelligence systems within the prison, ensuring that a comprehensive collection strategy is in place in line with approval from JIS and the Justice Intelligence Model.
- Analyses all security information, preparing appropriate strategic and operational plans for the management team in conjunction with JIS.
- Establishes and maintains a clear, comprehensive and trusting information reporting relationship between the prison and JIS.
- Ensures that ALL security related matters, irrespective of significance are reported to the JIS
- Acts as the Local Controller for the purpose of Informant Management, ensuring the integrity of the system and that the identity of any registered informant is known only within the direct line of the Informant Management Policy.

Emergency Management

- Is responsible for the development, compilation and maintenance, including bi-annual reviews, of all emergency orders in accordance with the Manager Emergency Management.
- On instruction from the Superintendent, co-ordinates available resources to respond to and resolve emergency situations.
- Ensures that emergency orders are tested in conjunction with both the Manager Emergency Management and the Superintendent Emergency Support Group, providing comprehensive reports and analysis to both the Superintendent and the Director Security Services following such exercises.

Health and well being of prisoners

- Ensures that operational, health and welfare standards are met in the prison security.

Providing rehabilitation and training to reduce re-offending

- Liaises with and advises the Superintendent on all matters in relation to prison security and ensures Department objectives are met.

Reparation to the community

- Ensures the security component of the prison is met.

General

- As a member of the xx Prison senior management team, contributes to the management of the prison in order to achieve prison outputs;
- Represents xx Prison on appropriate committees and at internal and external forums;
- Develops relationships and liaises and communicates with stakeholders;
- Contributes to the development of strategic, operational and business plans for the prison.

Cultural Change

- Contributes to a positive and innovative organisational culture and the development of initiatives to implement change in the work place.

Continuous Improvement

- Continuously improves services provided by the prison. Ongoing evaluation of opportunities to utilise financial and physical resources more efficiently. Seeks opportunity for service and productivity improvements through effective change strategies.

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Skills, Knowledge, Behaviours and Qualifications

For purpose of professional development, providing context in relation to selection criteria, training, etc.

SKILLS

Leadership

The ability to assume an important role in the development of an inspiring, relevant vision for the agency, influence others to share ownership of agency goals and use judgement, decision-making and team building to achieve outcomes.

Information and Knowledge Management

The ability to negotiate and allocate the provision of information resources and manage knowledge to address strategic and operational needs and agreed outcomes.

(Customer Service) Standards Setting

The ability to deliver a high quality security service and consultancy support to meet organisational needs.

Strategic Planning and Thinking

The ability to develop strategic options, apply strategic thinking to achieve outcomes and develop and implement effective change management strategies.

Resource Management

The ability to manage the provision and allocation of human, financial, physical and technological resources to address strategic and operational needs and agreed outcomes.

Relationship Building and Networking

The ability to communicate effectively with diverse audiences, using a variety of strategies, establish relationships with stakeholders and represent and promote the Prison.

Policy Initiation and Development

The ability to initiate and contribute to ethical policy development and review, provide ethical policy advice, promote a work environment responsive to changing internal and external demands and develop innovative solutions to achieving outcomes.

People Development

The ability to facilitate workforce effectiveness through effective communication, development strategies, empowering, motivating, managing conflict, fostering mutual trust and respect and ensuring a balanced workforce composition to reflect diversity and facilitate responsive product/service delivery.

Interpretation

The ability to interpret and apply legislation that applies to administrative security procedures in custodial services.

KNOWLEDGE

- Knowledge of contemporary practices and principles that apply to administrative security procedures in custodial services;
- Extensive knowledge of security systems and procedures relating to custodial institutions; and
- Knowledge of information gathering and processing;
- Knowledge and understanding of all facets of armed perimeter security operations; and
- Understanding of Occupational Safety and Health and Equal Employment Opportunity legislation.

BEHAVIOURS

Ethical behaviour / Equity, Diversity and Occupational Safety and Health:

Demonstrate behaviours consistent with the values described in the Department of Corrective Services' Code of Conduct.

- **Integrity**
We will uphold high standards of integrity by being honest and fair at all times.
- **Professionalism**
We will demonstrate high professional standards in delivering quality services and always seek to improve those services.
- **Respect**
We will treat all people with dignity and respect.

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Work Related Requirements (Selection Criteria)

Applicants must address all of the selection criteria listed below in the context of the position.

ESSENTIAL

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Reporting Relationships

Title
Assistant Commissioner Custodial Operations
Classification
Class 1

Responsible To

Title
Superintendent
Classification
Level 9

Responsible To

This office
Level 6

Other offices reporting to this office
Title and Classification:

Offices under direct responsibility

Title	Classification	Number of FTEs Supervised and controlled
Prison Officers	PO's	Various

LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/G.E.H.A., free/rental, etc.	LOCATION ACCOMMODATION
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable.	

Certification

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

DELEGATED AUTHORITY APPROVAL <i>As per the Human Resource Management Delegations</i>	
Delegated Authority's Name	Commissioner, Department of Corrective Services - IAN JOHNSON (for reclassifications)
Signature	
Date	