



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 <i>Maintenance Officer Locks and Security</i>		Special Conditions
Effective Date July 2015	Position Number 013160	Level 5
Division Corporate Support	Directorate Infrastructure Services	Branch

Divisional Outcomes

The Corporate Support Division is responsible for human resources, finance, infrastructure, knowledge management and information technology functions for the Department. All these elements have a direct impact on the provision of corrective services provided by the Department and the role has considerable influence on the outcome of effective and efficient business functions and associated advisory services delivered throughout the Department.

Directorate Outputs

Infrastructure Services provides the leadership, responsibility and direction for infrastructure activities to ensure facilities are built and maintained in line with the needs of the Department and in compliance with legislation, codes and protocols. The Infrastructure activities comprise private or public major capital projects, minor works, maintenance and development of asset plans and standards.

Branch Outputs

Role of the Position

The Coordinating Locksmith is responsible for the requisition of all lock smithing ancillary equipment for use in Department of Corrective Services establishments, including adult and juvenile institutions, administration areas, community based services and Crown Law as required. Investigates and sources compatible equipment and provides full technical support, including staff training at regional prisons to carry out basic maintenance and resolution of security issues. Provides a 24-hour support service and responds to all emergency enquiries.

Position Title <i>Coordinating Locksmith</i>		Special Conditions
Effective Date July 2015	Position Number 013160	Level 5
Division Corporate Support	Directorate Infrastructure Services	Branch

Responsibilities of this Position

Consultation and Advice

Liaise with prison management and contractors to ensure a safe and reliable service and maintenance of security. Provides a 24-hour support service and responds to all emergency enquiries. Provides staff training at regional prisons to carry out basic maintenance and resolve security issues.

Service Delivery

Manages the requisition and processing of all lock smithing ancillary equipment for use in Department of Corrective Services establishments, including adult and juvenile institutions, administration areas, community based services and Crown Law as required. Investigates and sources compatible equipment and provides full technical support. Maintains a list and programming of all Department ID Cards.

Information and Knowledge Management

Utilises information and knowledge effectively. Coordinates and undertakes quality assurance of products and services, ensuring the Department acquires best value for money.

Contract Management

Ensures quality controls for all lock smithing work undertaken for the Department of Corrective Services.

Financial Management

Contributes to the development of budgets and is responsible for effective monitoring of budget allocations for security locks and contractor costs in the Department of Corrective Services.

Project Management

Contributes to the development and implementation of projects relating to prison security matters. Conducts research and analysis of security issues, and investigates and considers options to meet organisational needs and resolve problems.

Cultural Change

Contributes to and implements strategies to achieve a positive and innovative organisational culture.

Continuous Improvement

Contributes to and implements continuous improvement strategies for teams under control.

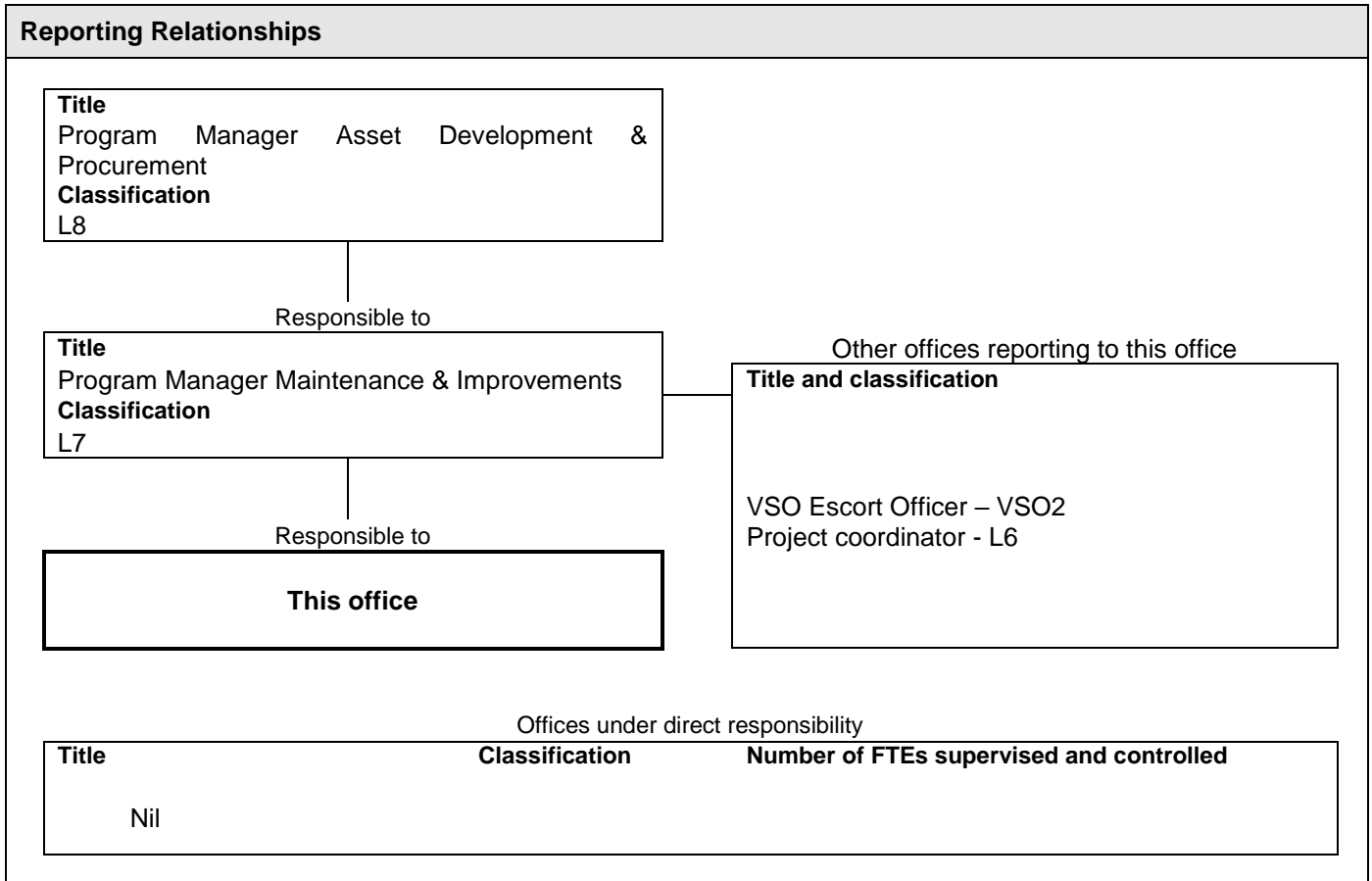
Other

Other duties as required

Position Title <i>Coordinating Locksmith</i>		Special Conditions
Effective Date July 2015	Position Number 013160	Level 5
Division Corporate Support	Directorate Infrastructure Services	Branch

Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
<u>ESSENTIAL</u>	
1. Communication	Effective written, oral and interpersonal communication skills including the ability to write reports.
2. Resource Management	The ability to use allocated human, financial and physical resources effectively to achieve outcomes.
3. Time Management and Organisational	The ability to prioritise, organise and complete work with set timeframes.
4. Planning	The ability to develop project plans for major refurbishments and contribute to the planning of new correctional facilities.
5. Research and Analytical	The ability to conduct research and analysis on a range of identified issues.
6. Project Management	The ability to contribute to and manage identified projects to achieve outcomes.
7. Qualifications	Trade qualification relevant to lock smithing.
<u>DESIRABLE</u>	
Knowledge	Knowledge of Department of Corrective Services' security requirements and procedures.
(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).	

Position Title Coordinating Locksmith		Special Conditions
Effective Date July 2015	Position Number 013160	Level 5
Division Corporate Support	Directorate Infrastructure Services	Branch



Location and Accommodation
Location Hakea Prison, Nicholson Road Canning Vale
Accommodation N/A
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	
Delegated Authority's Name	
Signature	
Date	/ / 20