



Job Description Form

Department of Justice Purpose

To provide a safe, secure and decent justice service which contribute to community safety and reduced offenders' involvement in the justice system.

Position title		Special conditions
Escort Officer		
Effective date	Position number	Level
November 2017	014030,014039	VSO 2
Division	Directorate	Branch
Adult Justice Services	Adult Custodial Operations	Casuarina Prison

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

Custody and containment;
Care and well being;
Reparation; and
Development and reintegration

Branch Outputs

Managing the Prison to ensure security and good order is maintained in line with its business plan, resource management budget and statutory requirements;
Managing the Prison to ensure the care, well being and developmental needs of prisoners are met;
Developing effective community and industry programs aimed at providing reparation to the community;
and
Managing the delivery and encouraging prisoner participation in programs aimed at preventing re-offending.

Role of the Position

Casuarina Prison is situated approximately 40km from the Perth CBD and is the state's largest maximum security prison designed to hold sentenced prisoners of all classifications from across the state. The Prison caters for adult male prisoners who have committed violent and/or other serious offences and who have long terms of imprisonment.

The management of contractors, staff and site security to enable various daily contractual obligations and maintenance to be carried out.

Various external contractors require access to the prison on a daily basis. The Escort Officer will facilitate this access and ensure that this is carried out in a manner consistent with the safety and security of prisoners, prison staff and visitors to the prison.

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Responsibilities of this position

Security

- Positively identify all contractors and visitors prior to escorting.
- Ensuring all vehicles, contractors and visitors have been searched prior to commencing escort in accordance with the Prisons Act 1981
- Escort all contractors, visitors and vehicles as required.
- Maintain security of the area where escort is undertaken.
- Report any unusual occurrence and matters concerning security to the Senior Officer Security.
- Undertake other duties as directed by the Superintendent.

Resource Management

- Maintain safe and appropriate storage of contractors' tools and other equipment.

Policies and Procedures

- Comply with and work within approved and established Occupational Safety and Health Regulations and procedures.
- Comply with and work within approved and established security policies and procedures including Prisons Act 1981, Prison Regulations, Director Generals Rules, Standing Orders, Management Instructions and Emergency Procedures.
- Identify and report related gaps at an operational level.
- Ensure that quality control procedures are established and maintained at all times.

Workplace Relationships

- Ensures effective communication with internal and/or external parties that include prison staff and external providers / contractors.
- Works collaboratively with the project team to ensure the outcomes of the project are achieved

Continuous Improvement

- Participate in the identification of and apply opportunities for continuous improvement within the work area.

Ethical Behaviour

- Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.

Equity, Diversity and Occupational Safety and Health

- Applies and promotes the principles of equity, diversity, occupational safety and health in the workplace and behaves and manages staff in accordance with relevant standards, values and policies.

Other

- Other duties as directed.

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Division Adult Justice Services	Directorate Adult Custodial Operations	Branch Casuarina Prison

Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
Essential	
1. Security Management	Ability to maintain the security of prison via site security checks, searches and escorts in and around the prison.
2. Communication	Effective verbal communication skills when interacting with external service providers and prison staff.
3. Information Management	The ability to use, record, report information and knowledge to complete set task whilst maintaining security and confidentiality.
4. Knowledge	Established security policies and procedures including Prisons Act 1981, Prison Regulations, Director General Rules, Standing Orders, Management Instructions, and emergency procedures.
5.	
6.	

Pre-Appointment Requirements

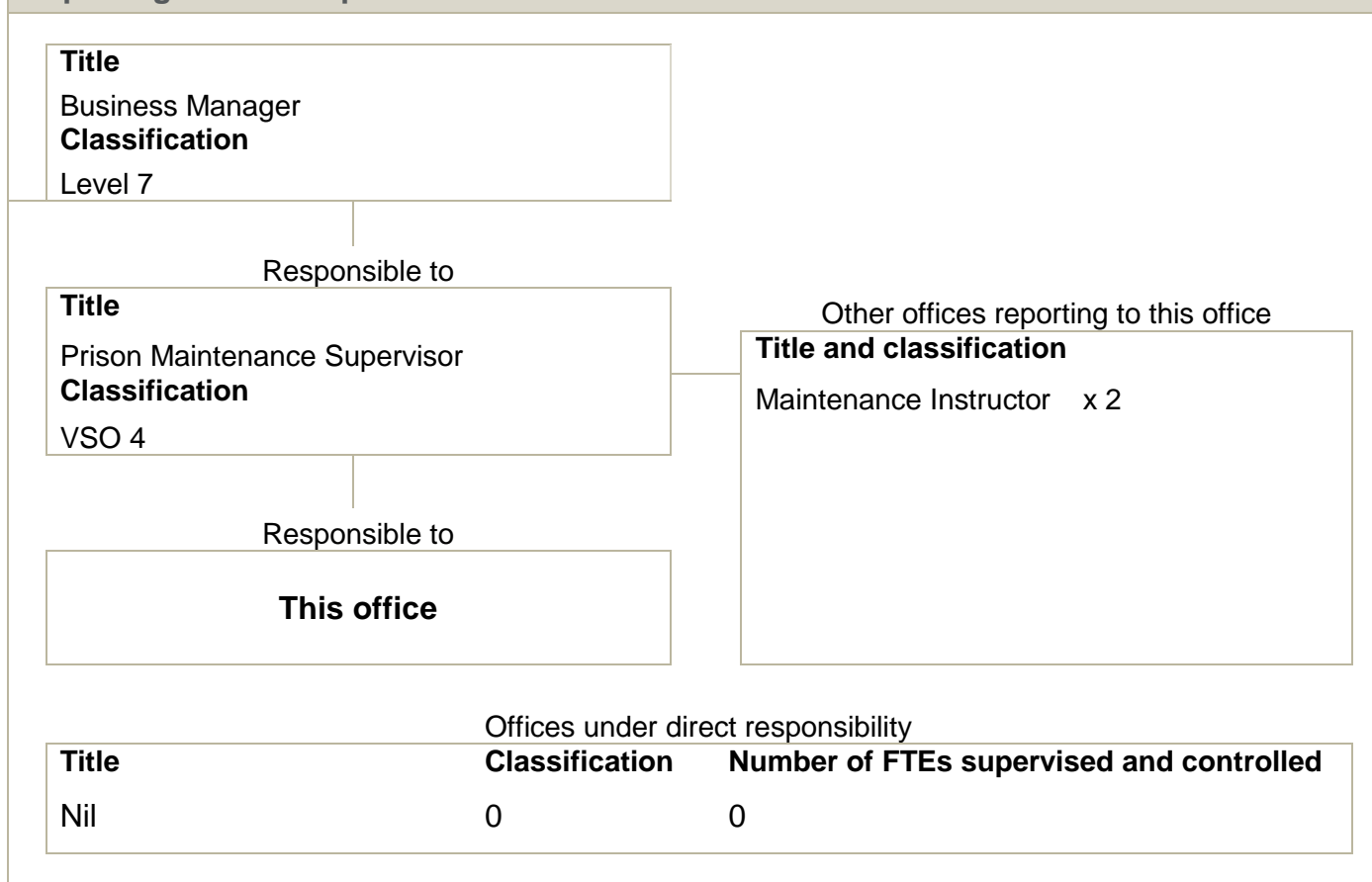
Please note the following additional pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental policy and procedures. A successful applicant must:

- Complete the Employment Profile Assessment as determined by the DCS Recruitment Psychologist;
- Receive a clearance through a National Criminal History check and the Departmental integrity assessment;
- Possess a current 'C' class driver's licence and prepared to obtain a HR drivers licence in work time, with all expenses being met by employee.
- Possess a valid Senior First Aid qualification (or equivalent) received from an accredited training provider; and
- Be willing to undertake training applicable to the role through the Department's Training Academy.

(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).

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Reporting relationships



Location and accommodation

Location Casuarina Prison, 288 Orton Road, Casuarina, WA, 6167.
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

Signature	
Date	/ /