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.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Special Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Camp Officer</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Position Number</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 MAY 2010</td>
<td>Generic</td>
<td>POWC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Division</th>
<th>Directorate</th>
<th>Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Custodial</td>
<td>Custodial Operations</td>
<td>Work Camps</td>
</tr>
</tbody>
</table>

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.

Directorate Outputs
The Directorate provides effective leadership, direction, resourcing and support to prisons under direct responsibility to enable the delivery of the following 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-offend through the provision of training and appropriate rehabilitation programs

Branch Outputs
- Supervised reparation through community service;
- Provide a transition back into the community prior to release; and
- Provide prisoners with life and vocational skills.

Role of the Position
The Work Camp Officer supervises male prisoner work parties in the community, lives and works with prisoners at a base camp, overseeing all aspects of various projects, and liaises with community members in relation to work projects, provide instruction and training where necessary.
Position Title  Work Camp Officer

Position Number  Position Number
1 MAY 2010  Generic
Level  POWC

Division  Directorate
Adult Custodial  Custodial Operations
Branch  Work Camps

Responsibilities of this Position

Supervision
Supervise delegate and control prisoner work parties on a daily basis and be responsible for developing time lines, standards, and quality of work. Manages emergency situations in an appropriate manner.

Resource Management
Manages assets, procurement, technology and systems for teams under control.
Maintain assets register and ensure update on regular basis.
Ensure the maintenance of the work camp assets including buildings, grounds, water supply and vehicle fleet is conducted in a timely manner.

Prisoner Management
Account for each prisoner’s personal activities and presence no less than every two (2) hours, outside the hours of the Officer’s personal rest.
Ensure prisoners take responsibility for the maintenance and upkeep of their living area and be self-determining in respect of their domestic and recreational activities.
Undertake the management of the prisoners in a just and humane manner in keeping with community standards and expectations.
Provide instruction and training to prisoner work parties where necessary.
Ensures and responds to the needs and concerns of offenders, including health, safety and welfare are met.
Supervises the issue of medication and liaises with medical personnel at the Prison when necessary.

Administration
Compile routine and special reports, costing and statistical information on a regular basis as required by managers and line supervisors.
Report and liaise with Superintendents, Assistant Superintendents and Managers on issues of concern and importance.
Assist with tasks associated with work camp expenditure and prisoner expenditure including spends and gratuities.
Co-ordinate and manage the provision of food supplies and other stores and provisions at the work camps and ensure adequate supplies are maintained.

Workplace Relations
Ensures effective communication within and outside the work team through appropriate communication strategies and systems and in liaison with internal/external parties, including offenders, visitors and community groups.
Liaise with all relevant government agencies such as Western Australia Police, Department of Health and allied services and develop protocols for service delivery.
Liaise with community consultative committee and develop community works program in conjunction with the committee, Shire and other agencies such as Landcare and the Department of Environment and Conservation (CALM).

Planning
In conjunction with the admin team at the Prison:
Contributes to Business and Operational Plans for the team. Implements Operational Plans by planning and allocating workloads and resources.
Collates statistics to inform the planning process.
Allocates, negotiates, monitors and evaluates the use of resources.

Cultural Change
Participates within and contributes to a positive and innovative workplace environment.

Continuous Improvement
Participates in the identification of and applies opportunities for continuous improvement within the work camp.
<table>
<thead>
<tr>
<th>Position Title</th>
<th>Special Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Camp Officer</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1 MAY 2010</th>
<th>Position Number</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Generic</td>
<td>POWC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Division</th>
<th>Directorate</th>
<th>Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Custodial</td>
<td>Custodial Operations</td>
<td>Work Camps</td>
</tr>
</tbody>
</table>

**Work related requirements**

**Context within which criteria will be applied and/or general standard expected**

**Essential**

1. **People Management**
   - The ability to manage people effectively, including the ability to direct, delegate and control a work party and provide instruction and training where necessary.

2. **Communication**
   - Written and verbal communication skills.

3. **Team Building and Maintaining Relationships**
   - The ability to lead and encourage team participation and live and work along side prisoners as part of the team.

4. **Resource Management**
   - The ability to manage human, financial, physical and technological resources to address strategic and operational needs to meet agreed outcomes. Facilitating work effectiveness through team facilitation and efficient use of resources.

5. **Priority Setting and Delegation**
   - The ability to set and meet work priorities and delegate appropriately across teams to achieve outcomes within timeframes.

**KNOWLEDGE**

Willingness to undertake training in the area of cultural and social issues affecting Aboriginal people.

**QUALIFICATIONS**

Certificate III Correctional Practice (Custodial Corrections) - must be obtained within a 12 month period from appointment.

"C" and/or "LR" Class Drivers Licence - "LR" Class must be obtained immediately after appointment.

First Aid accreditation or willingness to undertake necessary accreditation.

It is a genuine occupational qualification under section 27(2) of the Equal Opportunity Act 1994 that the occupant of this position is male.

**DESIRABLE**

**KNOWLEDGE**

Experience in the use of four wheel drive and towing ability and/or a willingness to be trained in this area.

Practical experience in the use, teaching and instruction of hand tools and small engine machinery and/or accreditation as Work Place Trainer or Work Place Assessor.

*(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
Work Camp Officer

Special Conditions

1 MAY 2010

Position Number
Generic

Level
POWC

Division
Adult Custodial

Directorate
Custodial Operations

Branch
Work Camps

Reporting Relationships

<table>
<thead>
<tr>
<th>Title</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent</td>
<td></td>
</tr>
</tbody>
</table>

Responsible to

<table>
<thead>
<tr>
<th>Title</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Work Camp Officer</td>
<td></td>
</tr>
</tbody>
</table>

Responsible to

This office

Other offices reporting to this office

Title and classification

| Title                     | Classification |

Location and Accommodation

Location
Various

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 / /