



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>Senior Work Camp Officer</i>		Special Conditions
Effective Date August 2014	Position Number Generic	Level SWC
Division Adult Custodial	Directorate Custodial Operations	Branch Work Camps

Divisional Outcomes

The outcomes of the Adult Custodial Portfolio are to reduce offending, protect the community and encourage offenders towards a law abiding lifestyle.

The Portfolio is responsible for the management of government prisons as well as ensuring effective standards and relations with privately operated prison facilities through:

- Adult Custodial Operations;
- Custodial Services; and
- Security and Intelligence.

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

Directorate Outputs

- Custody
- Care & Well being
- Reparation
- Rehabilitation & Integration

Branch Outputs

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

Role of the Position

The Senior Work Camp Officer is responsible for the day to day running of the Prison Work Camp and ensures the custody and security of offenders, reparation to the community and reduction in re-offending. On behalf of the Superintendent, the Senior Work Camp Officer undertakes all administrative duties required for the operation of the work camp and manages all available resources to achieve identified outcomes. This includes prisoner assessment for work camp suitability in conjunction with Superintendent.

The Senior Work Camp Officer is part of the Prison management team and represents and promotes the work camp concept and operations and liaises and negotiates with internal and external parties including community organisations and visitors to achieve outcomes.

The Senior Work Camp Officer may be required to act in senior positions, manage projects and contribute to strategic planning when required.

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Responsibilities of this Position

In conjunction with the admin team at the Prison:

Leadership

Provides leadership and support to achieve the outcomes of the team under his control.
Manages emergency situations.

Managing Offenders

Maintains the ongoing custody and security of offenders in accordance with the Prisons Act, Regulations, and Adult Custodial Rules
Assesses prisoners in conjunction with the Superintendent for work camp suitability.
Responsible for the administrative functions in support of the day to day management of offenders.
Ensures and responds to the needs and concerns of offenders, including health, safety and welfare are met.
Supervise the issue of medication, liaise with medical personnel at the Prison and organise attendance at outside medical agencies

Administration

Provides administrative support to the work camp including:
Coordinate and implement parole reviews, manage the home leave and work release program and undertake assessment reports on an ongoing basis.
Co-ordinate and manage visits including bookings and ensuring all visit protocols are adhered to.
Maintain all records including prisoner records and records associated with all human resource activities.
Maintain all records associated with prison 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.

Community and Agency liaison and coordination

Liaise with all relevant government agencies such as Police, Health and allied services and develop protocols for service delivery
Liaise with community liaison group and develop community works program in conjunction with the liaison group, Shire and other agencies.

Workplace Relationships

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.

Planning

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.

Resource Management

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

People Management

Ensures compliance with standards and good order and appearance of the work camps.
Specifically, is responsible for:
Day to day supervision of staff including ongoing monitoring and management of staff performance, delegation of duties, staff development, welfare, and induction of new staff.
Prepare, review, promote and report on staff training needs and assessment as required.

Other

Other duties as directed.

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
<u>ESSENTIAL</u>	
1. Resource Management:	<ul style="list-style-type: none"> The ability to manage human, financial and physical resources effectively to achieve outcomes. Manage resources to meet the operational needs of the Camp, including effective planning of daily work activities and ensuring resources needed are available.
2. Team Building and Maintaining Relationships:	<ul style="list-style-type: none"> Managing staff including monitoring staff performance, providing effective feedback both formally and informally, staff development, delegation of activities and team building. Establishing and maintaining effective community and workplace relationships/ networks to achieve positive outcomes.
3. Priority Setting and Delegation:	<ul style="list-style-type: none"> The ability to set and meet work priorities and delegate appropriately across teams to achieve outcomes within timeframes.
4. Problem Solving:	<ul style="list-style-type: none"> The ability to develop effective solutions to identified problems to achieve positive outcomes. Identifying, supporting and implementing change in the workplace to improve individual, Prison and Departmental operations.
5. Communication:	<ul style="list-style-type: none"> Effective written, oral and interpersonal communication skills. In particular, the ability to write accurate incident, follow-up, charge and recommendation of action reports and reports responding to ministerial and ombudsman enquiries. Working and communicating effectively with people from diverse backgrounds and with different needs including Aboriginal people, local communities and organisations on cultural and social issues.
6. Knowledge:	<ul style="list-style-type: none"> An understanding of contemporary practises and the application of the Prisons Act / Regulations, Adult Custodial Rules, Standing / Local Orders, Occupational Safety and Health legislation, Equal Employment Opportunity legislation. Emergency Management techniques, Code of Ethics / Conduct, Cultural and social issues affecting Aboriginal people.
<u>DESIRABLE</u>	
QUALIFICATIONS	
<ul style="list-style-type: none"> Diploma in Correctional Administration. Workplace Assessor& Trainer. 	
(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

[illegible]

Location and Accommodation

<p>Location Various sites throughout Western Australia</p>
<p>Accommodation GROH (Government Regional Officers Housing) may apply dependent on location.</p>
<p>Allowances / Special Conditions</p>
<p>The Contract of Employment specifies conditions relating to this position.</p>

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	/ /