



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 Cabinet Shop Instructor		Special Conditions
Effective Date October 2017	Position Number 014297	Level VSO3
Division Adult Justice Services	Directorate Adult Custodial Operations	Branch Albany Regional 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

The custody and control of prisoners
The care and well-being of prisoners
Reparation of the community
A reduction to re-offending through the provision of training and appropriate rehabilitation programs.

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

Albany Regional Prison is Western Australia's only regional maximum security facility for males. The prison is located 400km south east of Perth. The prison accommodates approximately 500 offenders. Activities for prisoners includes garden, kitchen, education, laundry, carpentry, metalwork, clothing and textiles, upholstery and other skills development programs.

The Cabinet Shop Instructor will operate the Cabinet Shop and prisoners assigned to it; source and price work, and ensure effective operation of the workshop.

The position will undertake, instruct and supervise cabinet making and wood-working activities for both the Prison and contract orders, and is responsible for the provision of productive work for prisoners in all facets of the cabinet making/carpentry industry at the Prison. The position is responsible for providing vocational support to prisoners.

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Responsibilities of this Position

Prisoner and Workshop Management.

- Undertakes the management of prisoners in a just and humane manner in keeping with prevailing community standards, having due regard to pettiness, harassment and discrimination against prisoners
- Ensures compliance with the Prisons' Act, Prisons Regulations, Director General's Rules, Local and Standing Orders, Administrative Directives and Emergency Procedures.
- Is responsible for training, overall management, co-ordination and control of prisoners and work area. Account for prisoners under your direct control until handed over and where appropriate, initiate reports and or disciplinary action against prisoners.

Training

- Undertakes appropriate on the job training of prisoners at different skill levels.
- Undertakes induction training on workshop practices and procedures.
- Provides instruction for the completion of traineeships/apprenticeships through both on the job training and classroom tuition.

Administration

- Coordinate the use of contractors for the purpose of maintaining equipment, providing and receiving supplies.
- Prepares and ensures prisoner training and distribution of goods achieves agreed deadlines and targets.
- Manages the funds allocated the workshop.
- Ensures all required equipment for the workshop is in good working order.

Information and Knowledge Management

- Maintains appropriate systems to track the stock records, production and distribution of workshop products.
- Maintains the appropriate employment and prisoner records attending the workshop.
- Prepares various reports and correspondence on issues related to the workshop. (Including production targets, incident reporting and Occupational Safety and Health etc)

Policy and Procedures

- Complies and works within established safety and security procedures.
- Follows workplace policies and procedures within the Prison to achieve tasks.
- Ensure the custody of prisoners in accordance with the requirements for the good order of the prison.
- Identifies and reports gaps in implementation of policy and procedures at operational level.
- Recommend policies and procedures for the workshop.
- Other responsibilities as required under Prisons Act.

People and Resource Management

- Maintains and coordinates the purchasing of consumables,
- Maintains safe and appropriate storage of stock and equipment for the workshop.
- Maintains and coordinates the stock and purchasing of consumables products for the workshop.
- Coordinates the distribution and allocation of workshop products within Prison
- Specifically responsible for the day to day supervision and instruction, within the workshop.

Continuous Improvement

- Participates in the identification of and applies opportunities for continuous improvement within the work area.

Other Duties

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
Essential	
1. Trade Qualification	Possession of a relevant trade qualification or recognised qualification in the industry.
2. Communication and Interpersonal Skills	Utilising written and oral communication to convey information to different audiences. Working professionally with others in a team environment.
3. Information and Knowledge Management	The ability to use information and knowledge effectively and contribute to the development and delivery of training and education within the workshop.
4. Team Building and Maintaining Relationship	Effectively liaising with a broad range of stakeholders both orally and in writing. Working professionally with others in a team environment.
5. Computer Skills	Utilising programs and applications for word processing, data entry, spreadsheets and emails.
(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								
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Title Superintendent Classification Level 9 </div> <div style="text-align: center; margin: 5px 0;">Responsible to</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Title Business Manager Classification Level 6 </div> <div style="text-align: center; margin: 5px 0;">Responsible to</div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin: 10px 0;"> This office </div>	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	<div style="text-align: center; margin-bottom: 10px;">Other offices reporting to this office</div> <div style="border: 1px solid black; padding: 5px;"> Title and classification HR Coordinator L4 Finance Coordinator L4 Administration Coordinator L3 Vocational & Support Officers </div>						
Offices under direct responsibility								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: left;">Title</th> <th style="width: 33%; text-align: left;">Classification</th> <th style="width: 34%; text-align: left;">Number of FTEs supervised and controlled</th> </tr> </thead> <tbody> <tr> <td colspan="3">Nil</td> </tr> </tbody> </table>			Title	Classification	Number of FTEs supervised and controlled	Nil		
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Nil								

Location and Accommodation
Location Albany Regional Prison
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	/ /