



Government of **Western Australia**
Department of **Justice**

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 Industries Relief Officer		Special Conditions
Effective Date September 2012	Position Number 012311	Level VSO 2
Division Adult Custodial	Directorate Custodial Operations	Branch Karnet Prison Farm

Divisional Outcomes

Reduce re-offending; protect the community and direct offenders towards the adoption of law-abiding lifestyles.

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

Karnet Prison Farm is a minimum-security prison located 75km south of Perth. Karnet Prison Farm functions as a pre-release centre that encourages its male offenders to be appropriately prepared for their return to the community as responsible citizens. The Farm, which covers an area of approximately four hundred hectares, comprises an abattoir, dairy, poultry and a market garden and supplies meat, milk, eggs, vegetables and fruit for use by other prisons.

The Industries Relief Officer will manage, organise and control all aspects of a various number of industries while relieving Vocational and Support Officers on leave. The officer will relieve in various positions including laundry, cleaning, canteen, stores, recreation and others as instructed by prison management.

The Industries Relief Officer will be responsible for the provision of productive work for prisoners and meeting training and production deadlines whilst maintaining the good order of the Prison.

Position Title Industries Relief Officer		Special Conditions
Effective Date September 2012	Position Number 012311	Level VSO 2
Division Adult Custodial	Directorate Custodial Operations	Branch Karnet Prison Farm

Responsibilities of this Position

Resource Management

- Maintains and coordinates the stock and purchasing of consumables products for the various industrial areas.
- Maintains safe and appropriate storage of stock and equipment for the various areas.
- Ensures all required equipment are in good working order.
- Responsible for the management and reporting of funds whilst relieving.

Managing Offenders

- Specifically responsible for the day-to-day supervision and instruction of prisoners within the industries.
- Plans, schedules and controls daily work activity of prisoners within the industries.
- Ensures the custody of prisoners is in accordance with the requirements for the good order of the prison.

Teamwork

- Be familiar and support the duties of the various Vocational Support Officers at Karnet Prison Farm for relieving.
- Ensure effective communication within and outside the team with internal and /or external parties that include offenders ,visitors, external providers / contractors and management.

Policies and Procedures

- Complies and works within approved and established Occupational Safety and Heath Regulations and procedures.
- Complies and works within approved and established security procedures.
- Follows workplace policies and procedures within the Prison to achieve tasks.
- Recommends and implement policies and/or procedures within your area of responsibility, and identifies and reports related gaps at an operational level.

Information and Knowledge Management

- Maintains appropriate records to track revenue and expenditure for the various industrial areas while relieving.
- Maintains appropriate employment and prisoner records whilst relieving.
- Prepares various reports and correspondence on identified issues related to your area of responsibility. (This includes such things as industry reports, production targets, Occupational Safety and Health, incident reports, etc.)

Other Duties

- Other duties as directed.

Position Title Industries Relief Officer		Special Conditions
Effective Date September 2012	Position Number 012311	Level VSO 2
Division Adult Custodial	Directorate Custodial Operations	Branch Karnet Prison Farm

Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
---	---

Essential

- | | |
|--|---|
| 1. Communication and Interpersonal Skills | Utilising written and oral communication to convey information to different audiences. Working professionally with others in a team environment. |
| 2. Information and Knowledge Management | The ability to use record and maintain clear exchange of information and knowledge to complete set tasks whilst maintaining security and confidentiality. |
| 3. Team Work | The ability to develop, maintain and participate in work groups to achieve outcomes. |
| 4. Interpretation | The ability to effectively apply legislation, policies and procedures. |
| 5. Computer Skills | Utilising programs and applications for word processing, data entry, spreadsheets and emails. |

Pre-Appointment Requirements

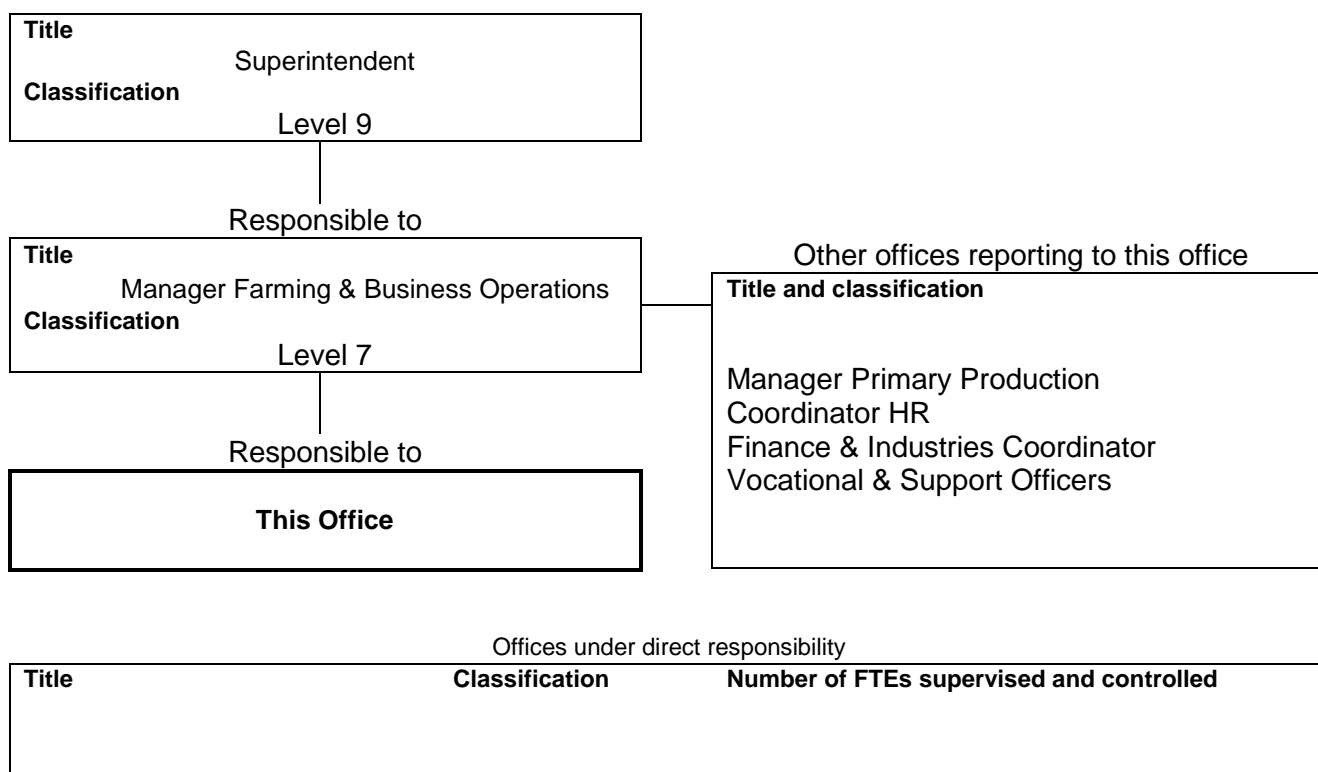
Please note the following additional pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental policy and procedures. A successful applicant must:

- 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).

Position Title Industries Relief Officer		Special Conditions
Effective Date September 2012	Position Number 012311	Level VSO 2
Division Adult Custodial	Directorate Custodial Operations	Branch Karnet Prison Farm

Reporting Relationships



Location and Accommodation

Location
Karnet Prison Farm, Kingsbury Drive, via Serpentine WA 6125

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	/ /