



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.

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| Position Title <i>Business Manager</i> | | Special Conditions N/A |
| Effective Date June 2015 | Position Number 001761 | Level Level 7 |
| Division Adult Justice Services | Directorate Adult Custody Operations | Branch 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

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

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.

Casuarina is also the state facility for managing the small numbers of offenders who are extremely violent, predatory, disruptive or committed to escape from custody. These prisoners are housed in the Special Handling Unit. The facility also contains a comprehensively equipped Infirmary and is responsible for the receipt and medical clearance of prisoners released from community hospitals prior to their return to their respective facilities.

Within the overall prison service configuration, the key features of Casuarina Prison are:

1. To receive and house male maximum security sentenced prisoners;
2. To provide diversified vocational skills training and development leading to increased work opportunity on release;
3. To assist long term prisoners address specific offending behaviours; and
4. To act as a dispersal prison for long term prisoners.

As a member of the senior management team, the Business Manager contributes significantly to strategic leadership, direction and management of the Prison to ensure all statutory and Departmental requirements and best practice service delivery standards are met.

The Business Manager manages all of the business planning, financial, human resource, assets, information technology and administrative functions for the Prison. The position also ensures prison industry resources are used to best meet customer demand with an emphasis on production and supply; occupational safety and health; prisoner employment and training; and contract management.

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Responsibilities of this Position

Strategic Leadership and Coordination

As a member of the Prison's senior management team contributes to the identification of emerging issues and the development and implementation of Departmental and local policies, practices, procedures and initiatives.

Drives the development and achievement of the Prison's business plan, the implementation of key corporate agenda items and the management of strategic planning within the Prison.

Coordinates the development of the Prison's budget and its reporting.

Responsible for managing the day-to-day activities of a team of administrative and industrial staff.

Resource Management and Service Delivery

Is accountable for effective business management service delivery within the Prison.

Ensures resources, including human, financial and physical assets, are available and effectively deployed to meet the needs of the Prison. This includes:

- Controlling and managing the budget;
- Processing human resource management information and requirements;
- Liaising with service providers regarding pay, leave and other conditions of employment;
- Maintaining a harmonious workplace and good industrial relations;
- Rostering of staff;
- Ensuring systems, policies and procedures are in place for adequate induction, training and skills acquisition; and
- Using prison industry resources to best meet customer demand and with responsibility for the growth of prison industries.

Conducts analysis of the Prison's financial activities and develops control systems and financial models to make accurate budget and performance measurement predictions to facilitate the achievement of business outcomes.

Monitors and reports on business performance and improvements.

Develops, manages, coordinates, evaluates and administers relevant contracts.

Contributes to the management of infrastructure and assets, including planning for long term capital needs.

Implements, coordinates and monitors the Performance Appraisal and Development System for subordinate staff and reports on the assessment tools and individual development plans.

Develops strategies to meet legislative and prisoner population changes including business and project plans.

Stakeholder Management and Relationships

Provides a consultancy service to the Prison for business process improvement matters.

Provides advice to the Superintendent and other senior staff within the Prison and at Head Office, including the preparation and presentation of reports, papers and high level correspondence.

Develops and maintains relevant partnerships and relationships within the Department, with other government authorities and with external organisations to ensure the Prison's strategic, operational and business requirements are met.

Positively represents and promotes the Prison and Department at relevant Departmental and interagency forums.

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

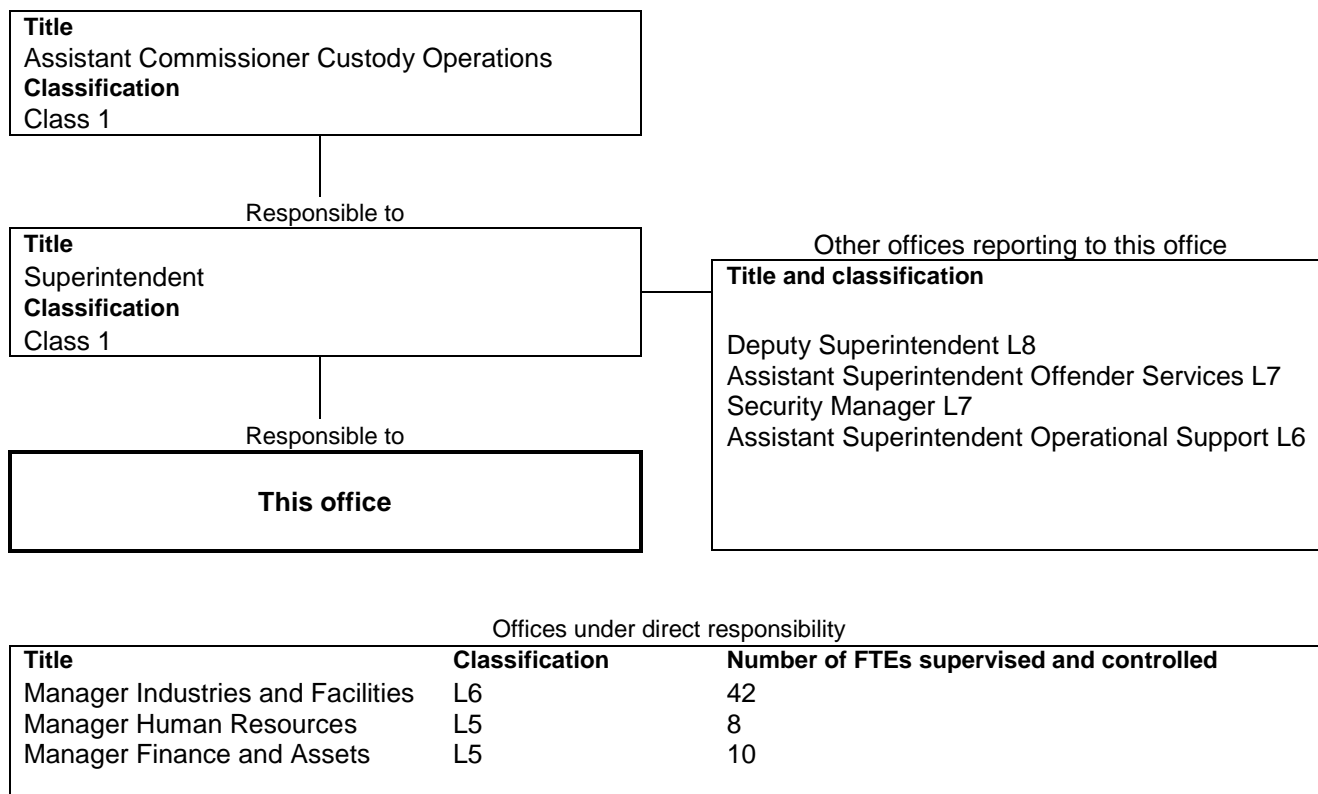
Other duties as directed.

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| Work related requirements (Selection Criteria) | Context within which criteria will be applied and/or general standard expected |
|--|---|
| <u>ESSENTIAL</u> | |
| 1. Resource Management Skills | Negotiating the provision and allocation of 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. |
| 2. Leadership Skills | Playing an important role in the development of an inspiring, relevant vision for the Prison. Influencing others to share ownership of Prison goals. Using judgement to make fair and transparent decisions which comply with legislation, policy and procedure. |
| 3. Relationship Building Skills | Communicating effectively with diverse audiences through the utilisation of a variety of mediums and strategies. Establishing relationships with prison personnel, and internal and external stakeholders. Representing and promoting the Prison. |
| 4. Business Management Knowledge and Experience | Applying contemporary best practice in business management processes to address current trends and emerging issues and optimise business opportunities. Developing and delivering a broad range of financial management services, including financial planning, budget preparation and financial management information systems. Understanding commercial principles and practices in relation to production and service industries. Developing business plans. |
| 5. Ability to Manage Ethical Behaviour. | Demonstrating and managing ethical behaviour in accordance with relevant standards, values and policies |
| <u>DESIRABLE</u> | |
| 6. Progress towards or possession of a relevant tertiary qualification. | |
| (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

Accommodation

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 | / / |