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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<td>Gardens Instructor</td>
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<td>008882</td>
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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
Adult Custodial Operations is responsible for the security and safe management of adult offenders in prisons throughout Western Australia.

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
Bandyup Women’s Prison is the primary remand, receival and assessment facility for female metropolitan prisoners and the only maximum-security prison for women in the State. Bandyup recognises the unique needs of women in custody such as their poor health, substance misuse, history of abuse, low levels of education, employment and social dislocation. As a result, the prison attempts to provide a supportive custodial environment, which is responsive to these complex needs.

The Gardens Instructor is responsible for all facets of the prison grounds, garden areas, horticultural infrastructure and maintenance of gardening equipment used at the prison. The position is also responsible for facilitating the practical components of prisoner training programmes based in the area of horticulture.

The Gardens Instructor (s) will also:
- Act as a role model
- Provide motivation, encouragement and support
- Develop positive relationships when working with women in custody to gain knowledge, skills and abilities to reduce re-offending.
- Work as part of a multi-disciplinary team
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Adult Justice Services

Directorate  
Adult Custodial Operations

Branch  
Bandyup Women’s Prison

Responsibilities of this Position

Training
- Undertakes appropriate on the job training of prisoners with different skill and knowledge levels.
- Undertakes induction training on workshop practices and procedures when required.

Skills
- Responsible for the management of accredited training and assessment in the trade’s area related to horticulture in the Prison.
- Delivers workplace safety awareness that provides for women’s needs.

Resource Management
- Maintains and coordinates the stock and purchasing of consumables products for the workshop.
- Maintains safe and appropriate storage of stock and equipment for the workshop.
- Ensures all required equipment for the workshop is in good working order.
- Establishes appropriate production programs and delivery schedules for the workshop.
- Responsible for the management and reporting of funds allocated to the workshop.
- Coordinate all maintenance faults and maintain records of those reported faults for their status.

Managing Offenders
- Specifically responsible for the day to day supervision and instruction of prisoners within the workshop
- Plans, schedules and controls daily work activity of prisoners within the workshop
- Ensure the custody of prisoners is in accordance with the requirements of the good order of the prison. Undertakes the management of prisoners in a just and humane manner in keeping with prevailing community standards, having due regard to, harassment and discrimination against prisoners.
- Is responsible for training, overall management, co-ordination and control of prisoners within the work area. Accounts for prisoners until handed over and where appropriate, initiates reports and/or disciplinary action against prisoners.

Policies and Procedures
- Complies and works within approved and established Occupational Safety and Health Regulations and procedures
- Complies and works within approved and established security procedures.
- Follows local orders, workplace policies and procedures within the Prison to achieve tasks
- Implement policies and/or procedures within the workshop, and identifies and reports related gaps at an operational level
- Ensures that quality control procedures are established and maintained at all times.

Workplace Relationships
- Ensures effective communication within and outside the team and in liaison with internal and/or external parties that include offenders, visitors, external providers / contractors, and community groups

Information and Knowledge Management
- Maintains appropriate records to track the expenditure, production and distribution of workshop products.
- Maintains appropriate employment and prisoner records attending the workshop.
- Prepares various reports and correspondence on identified issues related to the workshop, such as incident reports.

Continuous Improvement
- Participates in the identification of and applies opportunities for continuous improvement

Ethical Behaviour
- Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies
- Model good behaviour.

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.

Cultural Awareness
- Promotes and maintains cultural awareness ensuring respect and understanding of cultural groups, including the Aboriginal culture, society and obligations.

Working With Women in Custody (Where applicable)
- Facilitates the effective management of women in custody requiring the ability to participate constructively within multi-disciplinary workplace teams in a case management approach, including working with the community, volunteer, government and non-government service providers, using appropriate conflict resolution and intervention strategies.

Other Duties
- Other duties maybe required within the occupant’s skill base under the Prisons Act.
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**Work related requirements (Selection Criteria)**

**Essential**

1. **Possession of a relevant trade certificate or approved equivalent.**
   
   Preference will be given to related trade qualifications, pertaining to the horticulture trades.

2. **Ability to provide training.**
   
   Demonstrated ability to effectively deliver on the job training to offenders in both the workshop setting, and worksite settings.

3. **Team building, maintaining relationships and communication**
   
   The ability to participate in and lead work groups, model integrity and manage effective workplace relationships to achieve positive outcomes. Effectively liaise with a broad range of stakeholders in both spoken and written forms, and in particular be able to write accurate incident reports. Have effective verbal communication and interpersonal skills and constructively engage offenders; adjust methods and style of communication to suit individual needs.

4. **Resource and Time Management**

5. **Cultural Awareness**

   Providing services and programs in a culturally appropriate manner. Understanding of cultural and social issues, including those relevant to Aboriginal people.

6. **Computer Skills**

   Familiarity with Microsoft business applications including Excel, Word and Outlook for word processing, data entry, spreadsheets and emails.

7. **Information and Knowledge Management**

   Awareness and sensitivity towards women’s needs, including child rearing and parenting responsibility. Requirement for interpersonal communication skills to facilitate communication with women, children and families from diverse background including indigenous people. The ability to interpret and implement policies and procedures that are specific to working with women in custody.

**Pre-Appointment Requirements**

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

1. Complete the Employment Profile Assessment as determined by the DCS Recruitment Psychologist;
2. Receive a clearance through a National Criminal History check and the Departmental integrity assessment;
3. Possess a current ‘C’ class motor vehicle driver’s licence;
4. Possess a valid Senior First Aid qualification (or equivalent) received from an accredited training provider; and
5. 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).*
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Division
Bandyup Women’s Prison

Reporting Relationships

Title
Superintendent

Classification
Level 9

Responsible to

Title
Business Manager

Classification
Level 6

Responsible to

Other offices reporting to this office

Title and classification
Industrial Officer Group 2 (x6)
Industrial Officer Group 1 (x6)
Coordinator Resources L4
Finance Coordinator L4
Administrative Assistant L2
Clerical Officer L1 (x2)

Offices under direct responsibility

Title

Classification

Number of FTEs supervised and controlled

Location and Accommodation

Location
100 Middle Swan Road, West Swan – Bandyup Women’s prison

Accommodation
Not applicable

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
/ /