



Job Description Form

014695 Offender Movements Coordinator

Casuarina Prison

Position details

Classification Level: 5

Award/Agreement: PSGA / PSA

Position Status: Permanent

Organisation Unit: Casuarina Prison, Adult Male Prisons

Physical Location: Casuarina

Reporting relationships

Responsible to: 4133 Assistant Superintendent Assessments & Movements Level 7

This position: 014695 Offender Movements Coordinator - Level 5

Direct reports: 4 x Movements Officers VSO
1 x Property Officer L2

Overview of the position

Casuarina Prison is situated approximately 40km from the Perth CBD and is designed to hold male sentenced and remand prisoners of all classifications from across the state. The Prison caters for prisoners who have committed violent and/or other serious offences. The prison has a number of state facilities such as Special Handling Unit, Infirmary, Mental Health Unit, Alcohol and Drug Unit.

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

1. To receive and house male maximum security sentenced and remand prisoners;
2. To provide diversified vocational skills training and development for 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.

The Offender Movements Coordinator will provide leadership and direction to staff in the day to day operations of the prison movement's area ensuring compliance with legislative and departmental policies. Liaises and communicates with stakeholders including Supreme, District and Petty Sessions Courts and other movement's staff in State and Private Prisons.

Job description

As part of the Casuarina Prison team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Ensure that prisoners attend court on the correct date and at the correct time in accordance with the prescribed warrants
- Liaise with other prisons and make suitable arrangements for the transfer of prisoners
- Ensure timely attendance at medical appointments and grants of permit
- Ensure that prisoners are discharged on the correct date
- Ensure data entry is correct, liaising with courts and other stakeholders to facilitate efficient communications.
- Monitor processes to ensure ongoing improvement to adhere to legislation
- Supervise performance of Movement's staff and ensure Movement's processes are followed
- The Supervisor Movements will conduct continuous improvement reviews and develop a roster to reflect proper coverage ensuring best practice outputs
- Other duties as directed

Job related requirements

In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

Builds Productive Relationships

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them, and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Minimum of three years' experience in relation to the movements of prisoners including experience within a prison.
- Knowledge of legislation relating to reception, movement and transfer of offenders.
- Knowledge of absence permits and relevant legislation.

Special requirements/equipment

Nil

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

<Delegated Authority title>

Signature: _____ Date: _____

HR certification date: _____