



# Job Description Form

## 014714 Industries/OSH Manager

### Bunbury Regional Prison

#### Position details

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Classification Level: 5

Award/Agreement: PSGA 1992 / PSGOGA 2017

Position Status: Permanent

Organisation Unit: Corrective Services, Custodial Operations

Physical Location: Bunbury Regional Prison

#### Reporting relationships

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Responsible to: 001521, Business Manager, Level 6

**This position: 014714, Industries/OSH Manager - Level 5**

Direct reports: Vocational Support Officers – VSO2 & VSO3

#### Overview of the position

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Bunbury Regional Prison is located approximately 15 kilometres south of Bunbury on Centenary Road South West Highway, (off Boyanup Road). The prison is a medium security facility, with a separate pre-release unit housing minimum security offenders. Bunbury also accommodates a high number of vulnerable prisoners and is considered a leader in actively managing special needs offenders who would normally be placed in the mainstream in protection. Bunbury delivers high-level programs to offenders, including the medium and high intensity sex offender programs and medium intensity violent offender programmes.

This position develops, coordinates and implements contemporary practices and procedures for Occupational Safety and Health in accordance with legislation, conditions and standards required by the Department and Worksafe WA. The role will be responsible for ensuring on site OSH compliance by staff, prisoners and contractors and will identify and carry out risk management assessments within the prison as required.

The position directs controls and administers prison industries and prisoner employment functions at Bunbury Regional Prison to ensure consistency with legislative requirements and Departmental policies.

## **Job description**

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As part of the Bunbury Regional 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**

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- Coordinates the human and financial resources required to ensure prisoner employment activities are met.
- Conducts appraisals of Industrial Officers in accordance with the Department's Performance Appraisal process.
- Investigates and responds to Ombudsman and Ministerial enquiries relative to this position.
- As a member of the Bunbury Regional Prison Senior Management Team, contributes to the management of the Prison in order to achieve prison outputs.
- Represents Bunbury Regional Prison on appropriate committees and at internal and external forums.
- Develops relationships and liaises and communicates with stakeholders.
- Contributes to the development of strategic, operational and business plans for Bunbury Regional Prison.
- Continuously improves services provided by the Prison. Ongoing evaluation of opportunities to utilise financial and physical resources more efficiently.
- Liaises with Security on matters pertaining to Industries, including TOMS data entry, reporting and monitoring are completed by Industries staff.
- Ensures the continued training of Industries staff.

- Ensuring incident reports are completed by Industries staff.
- Ensures the employment component of the prisoners constructive day is met.
- Ensures that operational, health and welfare standards are met in the prison industry.
- Providing rehabilitation and training to reduce re-offending.
- Participates in activities to maximise the attendance of prisoners employed in Prison Industries and Skills Development programs.
- Maintain the prisoner gratuity profile and industry effectiveness benchmarks
- Liaises with and advises the Superintendent on all matters in relation to prisoner employment activities within the Prison and ensures Department objectives are met.
- Seeks opportunity for service and productivity improvements through effective change strategies.
- Develops, implements and coordinates local OSH strategy, systems and procedures to facilitate the implementation of the Department OSH Management System policies and procedures at a local level.
- Assists management, staff, visitors and contractors in continuous improvement of local OSH practices.
- Develops risk management strategies for management.
- Provides advice in relation to safety and health issues within the workplace and the wellbeing of employees in respect of safety and health issue resolution, hazard identification and management and risk analysis.
- Coordinates and provides advise to safety and health representatives and management
- Ensures effective communication within and outside the team through appropriate communication strategies and systems.
- Provides OSH related training and education seminars as necessary.
- Ensures compliance with legislation within the team and monitors compliance in business areas.
- Initiates and manages OSH projects, develops project plans and coordinates relevant resources to ensure delivery of agreed project outcomes.
- Develop risk management strategies to minimise the Department's exposure to risk both human and economic.

- Provides statistical information and reports relating to hazards, injuries, audit outcomes and compliance requirements.
- Undertakes OSH system audits and inspections of workplaces for the identification of real and potential hazards.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### **Job related requirements**

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In the context of the role 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

- Knowledge of Occupational Safety and Health (OSH) Act and associated legislation
- Experience in the management, development and delivery of OSH or risk management programs
- Communication and interpersonal skills
- Planning, organising and policy development skills
- Conceptual problem solving and analytical skills

## Special requirements/equipment

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Nil

## Certification

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

Superintendent

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR certification date: \_\_\_\_\_