



# 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.

<b>Position Title</b> Assistant Superintendent Offender Services		<b>Special Conditions</b> N/A
<b>Effective Date</b> February 2012	<b>Position Number</b> Generic	<b>Level</b> L6
<b>Division</b> Adult Custodial	<b>Directorate</b> Custodial Operations	<b>Branch</b> Prisons

## Divisional Outcomes

The incidence of re-offending is reduced and the community is protected and offenders have adopted law abiding lifestyles. The outcomes of the Adult Custodial Division are to reduce offending, protect the community and encourage offenders towards a law abiding lifestyle.

To achieve these outcomes, the Deputy Commissioner Adult Custodial ensures the development of integrated and effective policies, planning and processes for the management of offenders by working:

- with others across the Department and in other government agencies; and
- In collaboration with other human service organisations.

## Directorate Outputs

Outputs of the Division include:

- the custody and control of prisoners;
- the care and well being of prisoners;
- reparation to the community; and
- the provision of training and appropriate rehabilitation programs, in cooperation with the Offender Management and Professional Development Division, for the offenders in custody.

In achieving these outcomes and outputs, community expectations, in particular victim concerns are taken into account.

## 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

The Assistant Superintendent Offender Services will contribute significantly to the senior management of the prison and undertake activities within and external to the prison, including chairing various committees and managing various portfolios as directed by the Superintendent. The position is responsible for supporting the delivery of offender services by other Divisions of the Department and external providers.

The Assistant Superintendent Offender Services will work collaboratively to deliver all targets and service delivery standards for the prison as part of the Senior Management Team and will contribute significantly to the strategic leadership, direction and management of the Prison to ensure all statutory and Departmental requirements are met, while promoting teamwork and cooperation within the prison team in order to achieve goals and meet performance standards.

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### Responsibilities of this Position

#### Strategic Leadership and Coordination

- As a member of the senior management team contributes to the identification of emerging issues and the development and implementation of Departmental and local policies, practices, procedures and initiatives
- Coordinates assessment and case management operations and ensures the effective administration of authorised absences and prisoner orientation. Ensures compliance with Departmental policies and standards.
- Manages, develops and reviews prison regimes and constructive day activities. Contributes to the development and review of prison regimes and constructive day activities
- Provides leadership and improvement in prison procedures in line with legislation requirements, particularly in the areas of constructive activity, Section 95 programs and re-entry services

#### Resource Management and Service Delivery

- Implements policy and programs to facilitate the successful reintegration of prisoners through re-entry and pre-release employment. Monitors outputs and processes of the Transitional Manager in relation to prisoner re-integration and re-entry services
- Oversees the development and delivery of prisoner education, prison industries, recreation, library and chaplaincy services and self development programs. Ensures optimum prisoner participation in prison industries and education. Liaises with Offender Services staff in relation to the management of rehabilitation programs
- Monitors the outputs and processes of the Case Management Coordinator in relation to the initial and ongoing case management of prisoners
- Ensures the timely assessment and approval of Section 95 and Prisoner Employment Program prisoner placement applications and activities.
- Implements, coordinates and monitors the Performance Appraisal and Development System (PADS) for subordinate staff and reports on the assessment tools and individual development plans
- Contributes to overall prison management by reporting through the use of benchmarking and performance indicators and striving for continuous improvement in operations and the services provided
- Undertakes self auditing and examinations of service delivery and operational processes of the position's functions and provides peer auditing as required

#### Stakeholder Management and Relationships

- Ensures the development/management of agreements and contracts for the provision of Non Government Organisations' human services by way of overseeing, facilitating and supporting the Transitional Manager within the prison. Ensures the effective delivery of the Aboriginal Visitors Scheme (AVS)
- Establishes and maintains collaborative and cooperative internal and external stakeholder relationships to ensure the development and continuation of constructive Section 95 programs. Identifies and evaluates opportunities to develop and improve services in relation to prisoners' participation in constructive activities
- Interacts and consults with individuals and groups to progress issues of priority in relation to the management of services for female prisoners/ female prisoners with resident children, if applicable.

#### Cultural Leadership, Development and Awareness

- Leads, develops, promotes and maintains cultural change and awareness ensuring that employees respect and have an understanding of cultural groups, including the Aboriginal culture, society and obligations.
- Ensures the provision of services to cultural groups is effective and culturally appropriate and undertakes regular reviews of service delivery.

#### Ethical Behaviour

- Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.

**Continuous Improvement**

- Continuously improves services provided by the Prison. Identifies opportunities to utilise financial and physical resources more efficiently. Seeks opportunity for service and productivity improvements through effective change strategies.

**General**

- Contributes to the management of the prison in order to achieve prison outputs. Represents the 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 the prison.

**Other**

- Other duties as directed.

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<b>Work related requirements (Selection Criteria)</b>	<b>Context within which criteria will be applied and/or general standard expected</b>
<b>Essential</b>	
1. Leadership and People Management Skills	Builds and maintains relationships with stakeholders, team members, other teams, colleagues and clients. Communicates reasons for decisions and clarifies expectations of key deliverables.
2. Information and Knowledge Management	The ability to negotiate and allocate the provision of information resources and manage knowledge to address strategic and operational needs and agreed outcomes The ability to interpret and apply legislation that applies to operational procedures in a custodial environment.
3. Strategic Planning and Organisational Skills	Understands strategic objectives, trends and factors that may influence work plans and goals. Thinks laterally, in innovative and identifies and implements improved work practices.
4. Resource Management	The ability to manage the allocation and expenditure of resources to address strategic needs and agreed outcomes. Plans, justifies and negotiates resource requirements using established processes.
5. Relationship Building and Networking	Builds and maintains relationships with stakeholders, team members, colleagues and clients. Works with staff to identify development areas and encourages development activities. Recognises differing views and explores contributions and encourages diverse views.
6. Knowledge	Knowledge and understanding of contemporary practices and principles that apply to administrative procedures in custodial services. Knowledge and understanding of contemporary standards in the delivery of prisoner education, prisoner employment services and/or rehabilitative programs  Understanding of Occupational Safety and Health and Equal Employment Opportunity legislation. Knowledge and understanding of contemporary issues and best practice specific to the management of female offenders in custody.
<b>Desirable</b>	
7. Qualifications	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

<b>Title</b> 000624 Assistant Commissioner Custodial Operations <b>Classification</b> Class 1
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Responsible to

<b>Title</b> Superintendent Various <b>Classification</b> Various
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Responsible to

<b>This office</b>
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Other offices reporting to this office

<b>Title and classification</b>
Assistant Superintendent Operations – L7
Business Manager L6
Security Manager L6

Offices under direct responsibility

Title	Classification	Number of FTEs supervised and controlled
Case Management Coordinator	L6	0

### Location and Accommodation

#### Location

Prison sites as required

#### 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	/ /