



Government of **Western Australia**  
Department of **Justice**

## 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> Recreation Officer		<b>Special Conditions</b>
<b>Effective Date</b> July 2019	<b>Position Number</b> 014761, 014762	<b>Level</b> VO2A1
<b>Division</b> Corrective Services	<b>Directorate</b> Custodial Operations	<b>Branch</b> Bunbury Regional Prison

### Divisional Outcomes

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

The Recreation Officer position is required to organise and coordinate recreational activities for Prisoners including sporting events and to provide continuous and meaningful activity for prisoners of all age groups including activities outside of the Prison, thereby securing a more effective management of prisons.

The position also manages and coordinates the Prison Library including undertaking appropriate library training and the induction of Prisoners into Library practice.

This position involves working 10 hour shifts on a rotating shift basis with an additional Recreation Officer and includes alternate weekend work.

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### Responsibilities of this Position

#### Recreation and Activities

- Organise and coordinate activities for prisoners after 'working' hours. Prisoners should have some input in order to promote a sense of responsibility, motivation and degree of self-management.
- Establishes appropriate sporting and recreational activity programs for the prison to cater for the whole spectrum of prisoner interests.
- Plans and establishes monthly recreation and sporting programs for the prison.
- Coordinate and manages special events for prisoners within the prison. (Naidoc week, New Year, Christmas, Easter, etc.)
- Maintains and coordinates the stock and purchasing of consumables products.
- Responsible for the management and reporting of funds allocated.
- Maintains safe and appropriate storage of sport/gym equipment for the prison.
- Ensures all required sporting equipment for the prison is in good working order.
- Manage the oval, court areas and isometric equipment.

#### Library

- Organises appropriate library training and or induction to library practices for prisoners with different skill and knowledge.
- Maintains and coordinates the stock and purchasing of consumables products for the library.
- Responsible for the management and reporting of funds allocated
- Maintains safe and appropriate storage of library equipment for the prison.
- Ensures all required library equipment for the prison is in good working order.
- Provides a resource service to prisoners attending the Library.

#### Managing Offenders

- Coordinates prisoners participating in sporting and recreational activities.
- Supervises prisoners attending the library facilities on a daily basis.
- Plan and control daily work activity of prisoners within the library.
- 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 overall management, co-ordination and control of prisoners within the work areas. 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, 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 and supply of products or service.
- Maintains appropriate employment and prisoner records attending the library.
- Prepares various reports and correspondence on identified issues related to the library, recreation and activities. (This includes such things as recreation programs, special event coordination, Occupational Safety and Health, incident reports, etc.)

#### Continuous Improvement

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

#### Other Duties

- Other duties may be required within the occupant's skill base under the Prisons Act, involving specific emergency assistance for a period limited in time at the request of the Superintendent to assist in the management of the prison.

#### 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 all cultural groups, including the Aboriginal culture, society and obligations.

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
<b><u>ESSENTIAL</u></b>	
1. Experience in the Delivery of Recreational Programs.	Providing offenders with constructive recreational service. Ensuring the safety of participants in recreational activities.
2. 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.
3. Resource and Time Management	The ability to manage human, financial and physical resources effectively to achieve outcomes. The ability to prioritise, organise and complete work within set timeframes.
4. Cultural awareness	Providing services and programs in a culturally appropriate manner. Understanding of cultural and social issues, including those relevant to Aboriginal people.
5. Computer Skills	Utilising programs and applications for word processing, data entry, spreadsheets and emails – or a willingness to learn.
6. Information and Knowledge Management (record keeping)	The ability to use, record, report and maintain clear exchange of information and knowledge to complete set tasks whilst maintaining security and confidentiality.  Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.
<b><u>Pre-Appointment Requirements</u></b>	
Please note the following additional pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental policy and procedures. A successful applicant must:	
<ul style="list-style-type: none"> <li>• Complete the Employment Profile Assessment as determined by the Department's Recruitment Psychologist;</li> <li>• Receive a clearance through a National Criminal History check and the Departmental integrity assessment;</li> <li>• Possess a current 'C' class motor vehicle driver's licence</li> <li>• Possess a valid Senior First Aid qualification (or equivalent) received from an accredited training provider; and</li> <li>• Be willing to undertake training applicable to the role through the Department's Training Academy.</li> </ul>	
(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								
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <b>Title</b> Superintendent <b>Classification</b> Level 9 </div> <div style="text-align: center; margin: 5px 0;">Responsible to</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <b>Title</b> Assistant Superintendent Operations <b>Classification</b> Level 7 </div> <div style="text-align: center; margin: 5px 0;">Responsible to</div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin: 10px 0;"> <b>This Office</b> </div>		<div style="text-align: center; margin-bottom: 10px;">Other offices reporting to this office</div> <div style="border: 1px solid black; padding: 5px;"> <b>Title and classification</b>   Case Management Coordinator x 1  Manager Pre Release – Asst. Super. x 1  Senior Officer Prisoner Movements x 1  Principal Officer x 2 </div>						
Offices under direct responsibility								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Title</th> <th style="width: 30%;">Classification</th> <th style="width: 40%;">Number of FTEs supervised and controlled</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="height: 30px; vertical-align: top;">Nil</td> </tr> </tbody> </table>			Title	Classification	Number of FTEs supervised and controlled	Nil		
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Nil								

Location and Accommodation
Location Bunbury Regional Prison, Centenary Road, Bunbury, WA, 6230
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	