

Job Description Form

Department of Justice Purpose

To provide a safe, secure and decent justice service which contribute to community safety and reduced offenders' involvement in the justice system.

| | | |
|--|--|--|
| Position title Spray Painting / Painting (Vehicle Building) Instructor | | Special conditions |
| Effective date July 2019 | Position number 014772 | Level VSO3 |
| Division Corrective Services | Directorate Adult Justice Services | Branch Bunbury Regional Prison |

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 Justice Services 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 the business plan, resource management budget and statutory requirements;
Managing the Prison to ensure the care, wellbeing 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

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.

The Spray Painting / Painting (Vehicle Building) Instructor will undertake, instruct and supervise the Paint and Panel shop for both the Prison and contract orders and will be responsible for the provision of productive work for prisoners in all facets of the Panel & Paint industry at the Prison.

| | | |
|--|--|--|
| Position title Spray Painting / Painting (Vehicle Building) Instructor | | Special conditions |
| Effective date July 2019 | Position number 014772 | Level VSO3 |
| Division Corrective Services | Directorate Adult Justice Services | Branch Bunbury Regional Prison |

Responsibilities of this position

Prisoner and Workshop Management.

- Undertakes the management of prisoners in a just and humane manner in keeping with prevailing community standards, having due regard to pettiness, harassment and discrimination against prisoners
- Ensures compliance with the Prisons' Act, Prisons Regulations, Director General's Rules, Local and Standing Orders, Administrative Directives and Emergency Procedures.
- Is responsible for training, overall management, co-ordination and control of prisoners and work area. Account for prisoners under your direct control until handed over and where appropriate, initiate reports and or disciplinary action against prisoners.

Training

- Undertakes appropriate on the job training of prisoners at different skill levels.
- Undertakes induction training on workshop practices and procedures.
- Provides instruction for the completion of traineeships/apprenticeships through both on the job training and classroom tuition.

Administration

- Coordinate the use of contractors for the purpose of maintaining equipment, providing and receiving supplies.
- Prepares and ensures prisoner training and distribution of goods achieves agreed deadlines and targets.
- Manages the funds allocated the workshop.
- Ensures all required equipment for the workshop is in good working order.

Information and Knowledge Management

- Maintains appropriate systems to track the stock records, production and distribution of workshop products.
- Maintains the appropriate employment and prisoner records attending the workshop.
- Prepares various reports and correspondence on issues related to the workshop. (Including production targets, incident reporting and Occupational Safety and Health etc)

Policy and Procedures

- Complies and works within established safety and security procedures.
- Follows workplace policies and procedures within the Prison to achieve tasks.
- Ensure the custody of prisoners in accordance with the requirements for the good order of the prison.
- Identifies and reports gaps in implementation of policy and procedures at operational level.
- Recommend policies and procedures for the workshop.
- Other responsibilities as required under Prisons Act.

People and Resource Management

- Maintains and coordinates the purchasing of consumables,
- Maintains safe and appropriate storage of stock and equipment for the workshop.
- Maintains and coordinates the stock and purchasing of consumables products for the workshop.
- Coordinates the distribution and allocation of workshop products within Prison
- Specifically responsible for the day to day supervision and instruction, within the workshop.

Continuous Improvement

- Participates in the identification of and applies opportunities for continuous improvement within the work area.

Other Duties

- Other duties maybe 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.

| | | |
|--|--|--|
| Position title Spray Painting / Painting (Vehicle Building) Instructor | | Special conditions |
| Effective date July 2019 | Position number 014772 | Level VSO3 |
| Division Corrective Services | Directorate Adult Justice Services | Branch Bunbury Regional Prison |

| Work related requirements (Selection Criteria) | Context within which criteria will be applied and/or general standard expected |
|---|--|
| Essential | |
| 1. Trade Qualification | Possession of a Spray Painting / Painting (Vehicle Building) trade qualification |
| 2. Information and Knowledge Management | The ability to use information and knowledge effectively and contribute to the development and delivery of training and education within the workshop. |
| 3. Team Building and Maintaining Relationships | The ability to participate in, lead and facilitate work groups, model integrity and a positive and pro-active approach and establish and manage effective workplace relationships and networks to achieve positive outcomes. |
| 4. Communication | Effective written, oral and interpersonal communication skills. The ability to write accurate incident reports, follow-up, charge and recommendation of action reports and reports responding to ministerial and ombudsman enquiries. The ability to adjust communication style to suit the cultural needs of clients. |
| 5. Resource Management | The ability to manage, human, financial and physical resources effectively to achieve outcomes. |
| 6. Priority Setting and Delegation | The ability to set and meet work priorities and delegate appropriately across teams within the workshop to achieve outcomes within timeframes. |

Pre- Appointment Requirements

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:

- Complete the Employment Profile Assessment as determined by the DCS Recruitment Psychologist;
- Receive a clearance through a National Criminal History check and the Departmental integrity assessment;
- Possess a current 'C' class motor vehicle driver's licence.
- Possess a valid Senior First Aid qualification (or equivalent) received from an accredited training provider and;
- Be willing to undertake training applicable to the role through 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).

| | | |
|--|--|--|
| Position title Spray Painting / Painting (Vehicle Building) Instructor | | Special conditions |
| Effective date July 2019 | Position number 014772 | Level VSO3 |
| Division Corrective Services | Directorate Adult Justice Services | Branch Bunbury Regional Prison |

Reporting relationships

| Title Superintendent Classification Level 9 | | | | | |
|--|---|----------------|--|--|--|
| Responsible to | | | | | |
| Title Industries / OSH Manager Classification Level 5 | Other offices reporting to this office Title and classification VSO's x 47 | | | | |
| Responsible to | | | | | |
| <div style="border: 1px solid black; width: 100%; height: 40px; margin: 0 auto;"></div> This office | | | | | |
| Offices under direct responsibility | | | | | |
| Title Nil | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Classification</th> <th style="width: 70%;">Number of FTEs supervised and controlled</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="height: 40px;"></td> </tr> </tbody> </table> | Classification | Number of FTEs supervised and controlled | | |
| Classification | Number of FTEs supervised and controlled | | | | |
| | | | | | |

Location and accommodation

| |
|--|
| Location Bunbury Regional Prison, Centenary Road, Bunbury, WA, 6230 |
| 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 | / / |