



## Job Description Form

### 014717 Clerical Officer

#### Bunbury Regional Prison

##### Position details

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Classification Level: 2

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: 007922, Assistant Superintendent Pre-Release Unit, Level 6

**This position: 014717, Clerical Officer - Level 2**

Direct reports: NIL

##### 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.

The Clerical Officer provides secretarial and administrative support to the Administration area in order to assist the efficient and effective operation of Bunbury Regional Prison.

The position will also provide relief assistance in other administrative roles where required by prison management to ensure the good order of the prison.

## **Job description**

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

- Always consider the unique risks associated with the Department's activities when undertaking all duties
- Communicate effectively, 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 Department's chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively with staff in other directorates and within the division to achieve common goals and best practice and facilitate business improvements as appropriate, demonstrated analytical problem solving skills, customer focus and alignment with Departmental strategic objectives
- Drive and support organisational change and continuous improvement by actively contributing to achieve the Department's vision, mission and priorities
- Support cultural and management reforms within the Department.

## **Role specific responsibilities**

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- Meet and greet – visitors, contractors which includes the issuing and recording of PDA's.
- Calculating/completing Pre-Release Unit (PRU) statistical data (e.g. Employment)
- Compiling PRU Senior Management submission
- Writing meeting minutes for Careers & Education Meeting; Unit 4 External Recreation Meeting; PRU Team meeting;
- Manage all documentation for approved S95 Activity Venues (currently 50 separate sites)
- Ensuring all Insurance Policies for Venues are current and still active
- Processing new S95 work applications from incorporated bodies.
- Assisting the Clerical Officer Level 1 (if required).
- Ensures delivery of quality products/services to all internal and external customers.
- Maintains confidentiality.

- Maintains and coordinates the stock and purchasing of consumables for the prison (Pre-release unit) either through supplier or prison stores.
- Maintains safe and appropriate storage of stock and equipment.
- Follows local orders, workplace policies and procedures within the Prison to achieve tasks.
- 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.
- Participates constructively and positively within workplace teams to achieve tasks.
- Gains experience and knowledge of all administrative processes and undertakes the duties of the relevant positions within the Prison when deemed appropriate by the Manager in charge and/or Superintendent.
- Undertakes analysis and disseminates information on behalf of the Assistant Superintendent Pre-Release Unit.
- Assists with records management including archiving and file management.
- Participates in the identification of and applies opportunities for continuous improvement.
- Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies
- 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 values and objectives how they are relevant in assigned work, and to work under direct supervision to meet timelines and priorities.

### **Achieve Results**

The ability to see tasks through to completion; rescheduling and reorganising work to reflect changes in priority. Applies own expertise to work tasks, learn new products and services and maintain accurate records and file.

### **Builds Productive Relationships**

The capacity to responds under direction to changes in client needs and expectations, manage progress and keeps clients informed and provide prompt and courteous service, as well as the capacity to recognise the value of individual differences and work styles.

### **Exemplifies Personal Integrity and Self-Awareness**

A demonstrated commitment to adhere to the Code of Conduct, behave honestly and ethically. Applies self to meet objectives, stay calm and professional under pressure, and provide accurate information to others. Provides accurate information, checks and confirms accuracy prior to release. Acknowledges mistakes and learns from them, and seeks guidance and advice when required.

### **Communicates and Influences Effectively**

The ability to explain information using language appropriate to the client while limiting the use of jargon, listen and ask questions to ensure understanding and to confirm that the message has been understood and to discuss issues calmly.

### **Role Specific Criteria**

- Time Management and Organisational skills
- Computer skills
- Communication skills
- Team work

### **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: \_\_\_\_\_