

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 Relief Instructor		Special conditions
Effective date November 2018	Position number Generic	Level VSO 3
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 Custodial Operations 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 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 Relief Instructor will undertake, instruct and supervise in various Workshops for both the prison and contract orders. The Relief Instructor will provide relief assistance within the prison's workshops where required by prison management and is responsible for the provision of productive work for prisoners in all facets of work in industries at the prison

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Responsibilities of this position

Provide relief assistance within the Prison Workshops where required, maintaining the routine of the workshop.

General Relief Instruction

- Develops and delivers relevant training and assorted activities designed to improve and enhance offender's skills.
- Provides accredited training for the completion of traineeships/apprenticeships through on the job and classroom training.
- Responsible for the control of Prisoners within the workshop.
- Ensures proper instruction in the use of equipment through the development and delivery of induction training in workshop practices and procedures.

Information and Knowledge Management

- Maintains appropriate records to track expenditure, production and distribution of workshop products.
- Maintains appropriate employment and prisoner records attending the workshop.
- Prepares various reports and correspondence on identified issues related to the workshop (This includes such things as production targets, Occupational Safety and Health, incident reports, etc.)

Training

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

Resource Management

- Maintains and coordinates the stock and purchasing of consumables products for the workshop / gardens.
- Maintains safe and appropriate storage of stock and equipment for the workshop / gardens.
- Ensures all required equipment for the workshop is in good working order.
- Establishes appropriate production programs and delivery schedules for the workshop.
- Responsible for the management and reporting of funds allocated to the workshop.

Managing Offenders

- Specifically responsible for the day-to-day supervision and instruction of prisoners within the workshop / gardens.
- Plans, schedules and controls daily work activity of prisoners within the workshop / gardens.
- Ensures the custody of prisoners is in accordance with the requirements for the good order of the prison.

Policy and Procedure

- Complies and works within approved and established Occupational Safety and Health Regulations and procedures.
- Implement policies and/or procedures within the workshop, 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.
- Identifies and discusses any issues with the effectiveness of the operations of the workshop with the Manager Industries and Facilities.

Continuous Improvement

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

Other Duties

- Other duties as required.

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Relief Instructor		
Effective date	Position number	Level
November 2018	Generic	VSO 3
Division	Directorate	Branch
Corrective Services	Adult Justice Services	Bunbury Regional Prison

Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
Essential	
1. Relevant Australian recognised trade qualification	Possession of a relevant Australian recognised trade qualification in the following areas: Building Trades, Horticulture, Mechanical, Engineering, Chef / Commercial Cookery, Cabinet Making / Furniture Making, Plumbing, Painting / Vehicle Building or Spray Painting.
2. Knowledge of requirements within a large scale workshop operation	Understanding and application of workshop practices in the preparation and manufacture of items; and occupational safety and health principles in a commercial environment.
3. Communication & Interpersonal Skills	Effectively liaising with a broad range of stakeholders both orally and in writing. Working professionally with others in a team environment.
4. Information and Knowledge Management	<p>The ability to use information and knowledge effectively and contribute to the development and delivery of training and education within the workshop.</p> <p>The ability to set and meet work priorities and delegate appropriately across teams within the workshop to achieve outcomes within timeframes.</p>
5. Computer Literacy Skills	Utilising programs and applications for word processing, data entry, spreadsheets and emails.
6. Cultural Awareness	Providing services and programs in a culturally appropriate manner. Understanding of cultural and social issues, including those relevant to Aboriginal people.

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 the 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).

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Reporting relationships

Title Superintendent Classification Level 9	
Responsible to	
Title Business Manager Classification Level 6	Other offices reporting to this office Title and classification Vocational Support Officers x 23 Finance Coordinator x 1 HR Coordinator x 1 Admin Coordinator x 1
Responsible to	
This office	
Offices under direct responsibility	
Title N/A	Classification N/A
Number of FTEs supervised and controlled N/A	

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.
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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	/ /