



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

Job Description Form

Department of Corrective Services Purpose

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

Position Title <i>Vocational Skills Instructor</i>		Special Conditions N/A
Effective Date June 2015	Position Number Generic	Level VSO 3
Division Adult Justice Services	Directorate Adult Custody Operations	Branch Casuarina 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

Custody and containment;
Care and well being;
Reparation; and
Development and reintegration.

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

Casuarina Prison is situated approximately 40km from the Perth CBD and is the state's largest maximum security prison designed to hold sentenced prisoners of all classifications from across the state. The Prison caters for adult male prisoners who have committed violent and/or other serious offences and who have long terms of imprisonment.

Casuarina is also the state facility for managing the small numbers of offenders who are extremely violent, predatory, disruptive or committed to escape from custody. These prisoners are housed in the Special Handling Unit. The facility also contains a comprehensively equipped Infirmary and is responsible for the receipt and medical clearance of prisoners released from community hospitals prior to their return to their respective facilities.

The Vocational Skills Instructor will undertake instruction and supervision in the Vocational Skills Workshop for the prison. This position is part of a team who develop and deliver Industries induction and accredited training for offenders. Training is designed to maximise opportunities for offenders to gain employment upon release from prison. This position will provide relief assistance within the prison's workshops where required by management.

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Responsibilities of this Position

Vocational Skills Instruction

Develops and delivers relevant training and associated activities designed to improve and enhance offenders' 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 systems to track the stock records, production and distribution of workshop products.

Maintains the appropriate employment and training records for prisoners attending the workshop.

Prepares various reports and correspondence on issues related to the workshop, including training targets, incident reporting and Occupational Safety and Health etc.

Policy and Procedures

Complies and works within established safety and security procedures.

Ensures compliance with relevant legislation, guidelines and procedures.

Implements policies and procedures and identifies and reports on shortfalls at an operational level.

Ensures quality control procedures are established and maintained.

Ensures the custody of prisoners is in accordance with the requirements for the good order of the prison.

Workplace Relations

Identifies and discusses any issues with the effectiveness of the operations of the workshop with the Vocational Skills Supervisor and/or Manager Industries and Facilities.

Ensures effective communications within the team and with internal and external parties, including offenders, visitors and external providers.

Participates in identifying opportunities for continuous improvement within the team.

Ethical Behaviour

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

Equity, Diversity and Occupational Safety and Health

Applies and promotes the principles of equity, diversity, occupational safety and health in the workplace and behaves in accordance with relevant standards, values and policies.

Other

Other duties as directed.

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
<u>ESSENTIAL</u>	
1. Possession of Accredited Qualifications in a Relevant Trade Possession of a Certificate IV in Workplace Trainer/Assessor or Equivalent	A trade relevant to the projects being undertaken by the prison within the classroom, workshop or prison site. Preferred trades include metal fabrication, mechanical, engineering, carpentry and building related trades.
2. Ability to Provide Training	Demonstrated ability to effectively deliver vocational training to offenders in the classroom, a workshop setting, and worksite settings.
3. 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.
4. 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.
5. Cultural Awareness	Providing services and programs in a culturally appropriate manner. Understanding of cultural and social issues, including those relevant to Aboriginal people.
6. Computer Skills	Familiarity with Microsoft business applications including Excel, Word and Outlook for word processing, data entry, spreadsheets and emails.
<p>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:</p> <ul style="list-style-type: none"> • 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. <p>(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).</p>	

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Reporting Relationships								
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Title Manager Industries & Facilities Classification Level 6 </div> <div style="text-align: center; margin: 5px 0;">Responsible to</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Title Vocational Skills Supervisor Classification VSO 4 </div> <div style="text-align: center; margin: 5px 0;">Responsible to</div> <div style="border: 1px solid black; padding: 10px; text-align: center;"> This office </div> </div> <div style="width: 45%;"> <div style="text-align: center; margin-bottom: 10px;">Other offices reporting to this office</div> <div style="border: 1px solid black; padding: 10px;"> Title and classification Nil </div> </div> </div>								
<div style="text-align: center; margin-bottom: 5px;">Offices under direct responsibility</div> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 33%;">Title</th><th style="width: 33%;">Classification</th><th style="width: 33%;">Number of FTEs supervised and controlled</th></tr> </thead> <tbody> <tr> <td>Nil</td><td></td><td></td></tr> </tbody> </table>			Title	Classification	Number of FTEs supervised and controlled	Nil		
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Nil								

Location and Accommodation
Location Casuarina Prison, 288 Orton Road, Casuarina, WA, 6966
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	/ /