



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 Market Gardens / Horticulture Instructor		Special Conditions
Effective Date December 2011	Position Number Generic	Level VSO 3
Division Adult Custodial	Directorate Custodial Operations	Branch Casuarina Prison

Divisional Outcomes

Reduce re-offending; protect the community and direct offenders towards the adoption of law-abiding lifestyles.

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 designed to hold male sentenced prisoners of all classifications from across the state. The Prison caters for 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 number 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.

Within the overall prison service configuration, the key features of Casuarina Prison are:

- To receive and house male maximum security sentenced prisoners;
- To provide diversified vocational skills training and development leading to increased work opportunity on release;
- To assist long term prisoners address specific offending behaviours; and
- To act as a dispersal prison for long term prisoners.

The Market Gardens / Horticulture Instructor will deliver instruction and provide supervision to the gardens work parties for both the prison and contract orders. This position will provide relief assistance within other prison workshops where required by prison management and is responsible for the provision of productive work for prisoners in all facets of the garden work industry at the prison.

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Responsibilities of this Position

Market Gardens and Horticulture Instruction and Supervision

- 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 supervision, co-ordination and control of prisoners within the work area.
- Accounts for prisoners until handed over and where appropriate, initiates reports and/or disciplinary action against prisoners.
- Delivers appropriate on the job training to prisoners at different skill levels.
- Delivers induction training on workshop practices and procedures.
- Provides instruction for the completion of traineeships/apprenticeships through both on the job training and classroom tuition to prisoners of different skills levels.

Administration

- Prepares and ensures prisoner training and production of goods achieves agreed deadlines and targets.
- Ensures all required equipment for the workshop is in good working order.
- Maintains appropriate systems to track the stock records, production and distribution of workshop products.
- Maintains the appropriate employment and prisoner records working within the workshop.
- Prepares various reports and correspondence on issues related to the workshop, including production targets, incident reporting and Occupational Safety and Health, etc.
- Maintains safe and appropriate storage of stock and good working order of equipment for the workshop.
- Undertakes purchasing and receipt of stock, supplies and consumable products for the workshop.

Policy and Procedures

- Complies and works within established safety and security procedures.
- Follows workplace policies and procedures within the Prison to achieve tasks.
- Ensures 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.
- Recommends policies and procedures for the workshop.

Cultural Awareness

- Promotes and maintains cultural awareness ensuring respect and understanding of cultural groups, including the Aboriginal culture, society and obligations.
- Provides effective and culturally appropriate services to different cultural groups.

Ethical Behaviour

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

Equity, Diversity and Occupational Safety and Health

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

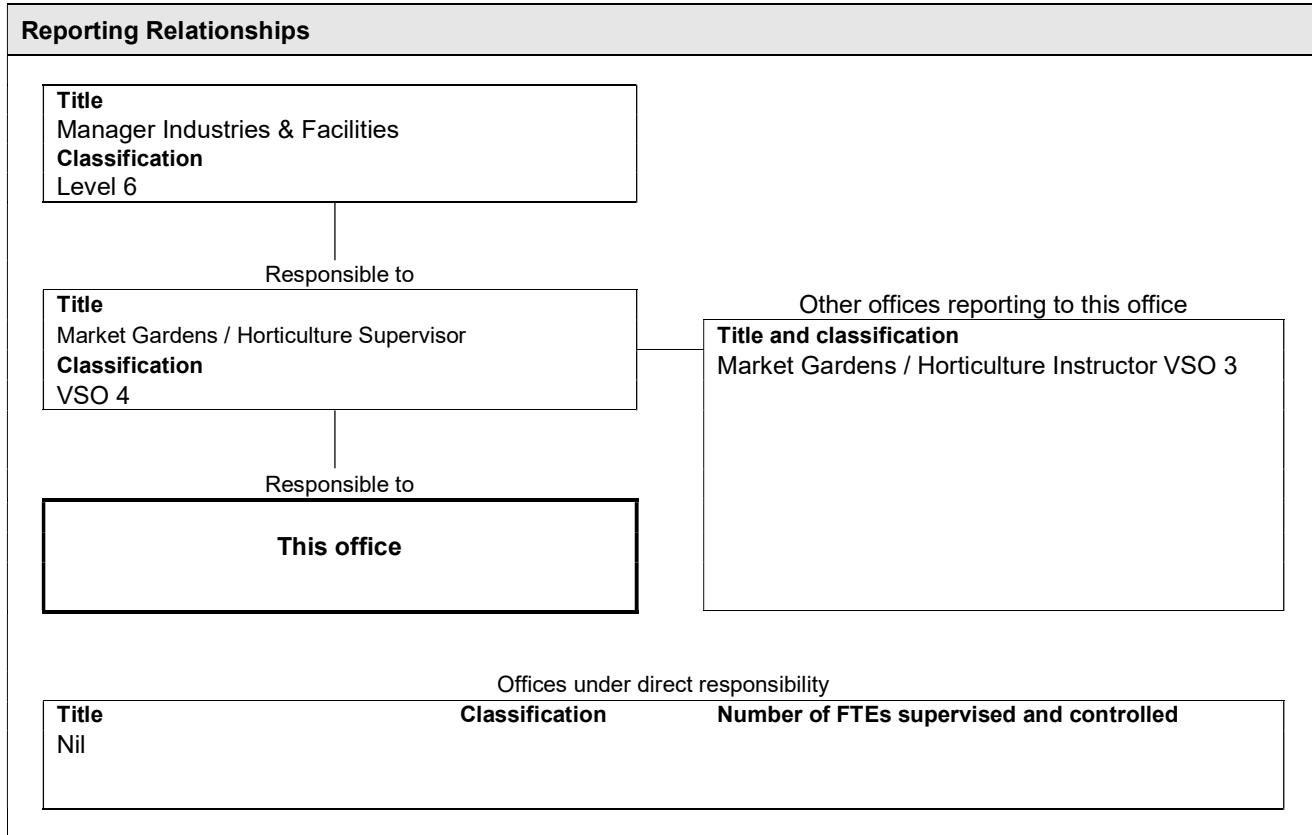
Other

- 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
Essential	
1. Possession of a relevant trade qualification.	Pertaining to market gardening, horticulture or the gardening trades.
2. Ability to provide training.	Developing and delivering training relevant to gardening. Encouraging participation.
3. Communication skills.	Utilising effective written and verbal communication skills. Writing accurate reports. Adjusting communication styles to suit the cultural needs of offenders.
4. Interpersonal skills.	Participating in, leading and facilitating work groups. Modelling integrity and a positive and pro-active approach. Establishing and managing effective workplace relationships and networks to achieve positive outcomes.
5. Organisational skills.	Setting and meeting work priorities. Delegating 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:	
<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. 	
(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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Location and Accommodation
Location Casuarina Prison
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	/ /