



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

## 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.

<b>Position Title</b> Paint Shop Instructor		<b>Special Conditions</b>
<b>Effective Date</b> November 2011	<b>Position Number</b> Generic	<b>Level</b> VSO 3
<b>Division</b> Adult Justice Services	<b>Directorate</b> Adult Custodial Operations	<b>Branch</b> Metropolitan

### 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 40 klms from the CBD of Perth 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 and are rated Maximum Security. The Prison handles only male offenders, has a considerable budget and in the vicinity of 304 members of staff.

Casuarina is also the State facility for managing the small numbers of offenders who are extremely violent, predatory, disruptive or committed to escaping from custody. These prisoners are housed in the Special Handling Unit. The facility also contains a comprehensively equipped Prison 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 Paint Shop Instructor will undertake, instruct and supervise the Paint Shop for both the prison and contract orders. 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 the paint work industry at the prison.

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### 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.

#### 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 and manages staff in accordance with relevant standards, values and policies

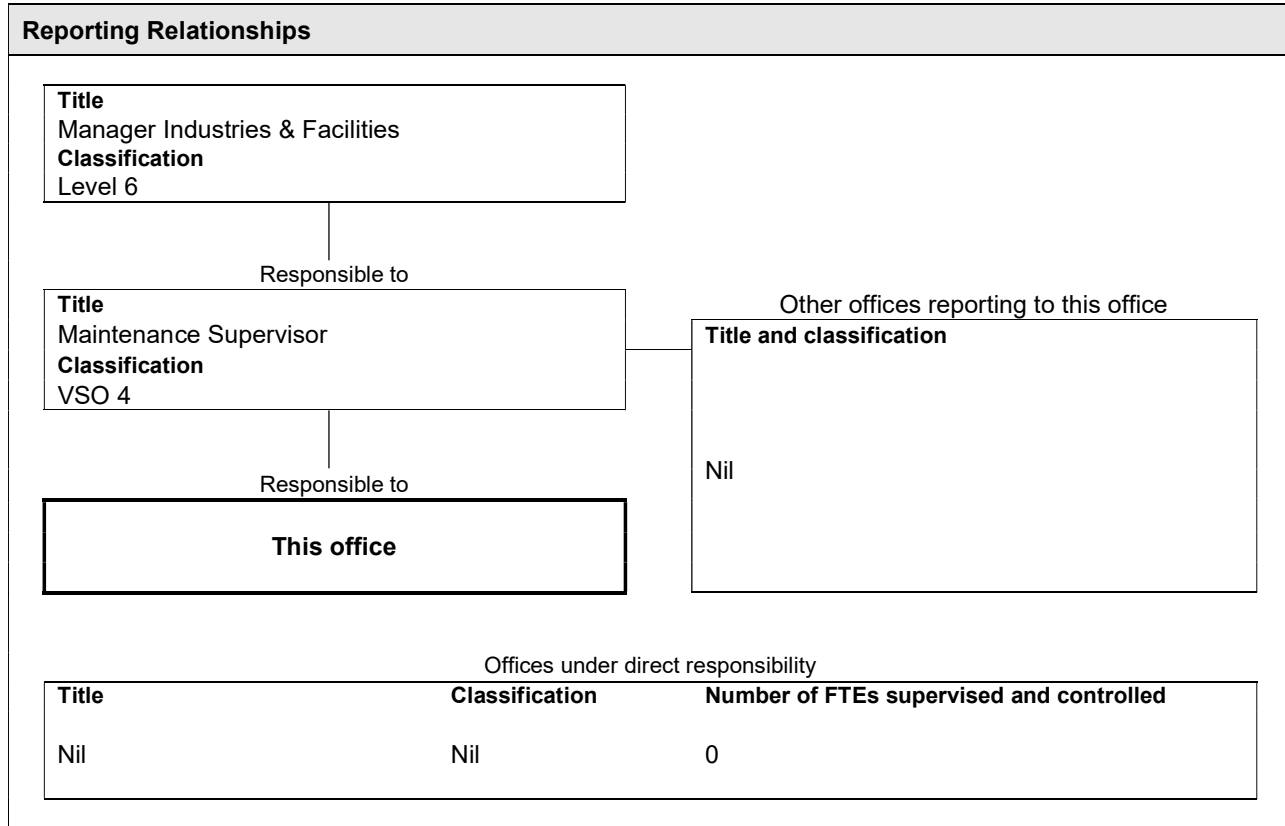
#### Other Duties

- Other duties as directed

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<b>Work related requirements (Selection Criteria)</b>	<b>Context within which criteria will be applied and/or general standard expected</b>
<b><u>Essential</u></b>	
1. <b>Information and Knowledge Management</b>	The ability to use information and knowledge effectively and contribute to the development and delivery of training and education within the workshop.
2. <b>Team Building and Maintaining Relationships</b>	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.
3. <b>Communication</b>	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.
4. <b>Resource Management</b>	The ability to manage, human , financial and physical resources effectively
5. <b>Priority Setting and Delegation</b>	The ability to set and meet work priorities and delegate appropriately across teams within the workshop to achieve outcomes within timeframes.
<b><u>Trade Qualifications</u></b>	Possession of a relevant trade qualification or recognised qualification in the relevant industry.  Certificate 4 Workplace Assessor and Trainer – must be obtained within 12months from appointment
<b>Pre-Appointment Requirements</b>	
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"> <li>• Complete the Employment Profile Assessment as determined by the DOJ Recruitment Psychologist;</li> <li>• Receive a clearance through a National Criminal History check and the Departmental integrity assessment;</li> <li>• Possess a current 'C' class motor vehicle driver's licence;</li> <li>• Possess a valid Senior First Aid qualification (or equivalent) received from an accredited training provider; and</li> <li>• Be willing to undertake training applicable to the role through the Department's Training Academy.</li> </ul>	
(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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<b>Location and Accommodation</b>
Location Casuarina Prison
Accommodation N/A
<b>Allowances / Special Conditions</b>
The Contract of Employment specifies conditions relating to this position.

<b>Certification</b> The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.
<b>Delegated Authority Approval</b>
Signature
Date / /