



Job Description Form

Department of Justice 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 Resource Coordinator		Special Conditions
Effective Date August 2011	Position Number 011817	Level 4
Division Adult Custodial	Directorate Custodial Operations	Branch West Kimberley Regional Prison

Divisional Outcomes

To reduce re-offending, protect the community and direct prisoners towards the adoption of law-abiding lifestyles.

Directorate Outputs

Output 1: The custody and control of prisoners.
Output 2: The care and well being of prisoners.
Output 3: Reparation to the community.
Output 4: A reduction to re-offending through the provision of training and appropriate rehabilitation programs.

Branch Outputs

Output 1: Managing the prison to ensure the security and good order of the prison is maintained in line with its Business Plan, resource management budget and statutory requirements.
Output 2: Managing the prison to ensure the care, well being and development needs of prisoners are met.
Output 3: The development of effective community and industry programs aimed at providing reparation to the Community.
Output 4: Managing the delivery and encouraging prisoner participation in programs aimed at preventing re-Offending.

Role of the Position

West Kimberley Regional Prison -Derby is a purpose built prison designed specifically to meet the needs of Kimberley - prisoners male and female. In bringing about positive and lasting behavioural change it is recognised the prison's facilities, operational and service models must address the unique needs of Aboriginal offenders in relation to all aspects of Aboriginal disadvantage.

Derby is located in an isolated region in the Far North of Western Australia approx 220kms North East of Broome and 2500kms from Perth with the prison designed for, maximum, medium and minimum security rated prisoners having separate accommodation areas and services for men and women.

The Resource Coordinator assists in the coordination and monitors and reports on the human and physical resources of the Prison. The Resource Coordinator will provide an advisory service in relation to human resource policies, procedures, award interpretation, industrial issues and other complex matters. In addition the Resource Coordinator will coordinate all aspects of the shift roster and the leave roster to achieve efficiency and maximise the use of resources at West Kimberly Regional Prison.

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Responsibilities of this Position

Roster and FTE Management

Actively manages the development, implementation, evaluation and review of FTE's, overtime costs and the prison roster at West Kimberley Regional Prison including:

- Analyse overtime costs incurred and develop strategies to limit their impact upon the budget.
- Maintain and develop all shift rosters within the FTE. Deployment to the Business Manager and management team.
- Provide to the Business Manager details of information on staff on long term sick leave, workers compensation, rehabilitation and secondments and their impact on the roster.
- Provide assistance in planning and developing training calendars etc.

Administration

Advise and assist the Superintendent and Business Manager on coordination and management on human and physical resources and provide consultancy of the Prison.

Monitor and report on the Prison capital expenditure and resource usage.

In liaison with the Business Manager monitor and ensure the Prison's compliance with Departmental policy and procedures relating to human and physical resources, and compliance with the Financial Administration and Audit Act and Regulations and Treasurers Instructions.

Ensures a quality personnel service is provided within the Prison.

Approves under delegated authority salary increments, higher duties, leave applications and other personnel related matters.

Policy

Responsible for identifying human resource policy needs within the Prison and advising the management team in relation to these policies.

Responsible for assisting the Superintendent and Business Manager in the development of human resource policies and procedures.

Participate in the development, implementation, evaluation and review of corporate human resource policies and procedures.

Consultancy

Advise the Superintendent and Business Manager on matters relating to resource management including:

- Performance Management
- Staff Welfare
- Organisation Structure
- Occupational Health and Safety
- Industrial Relations

Continuous Improvement

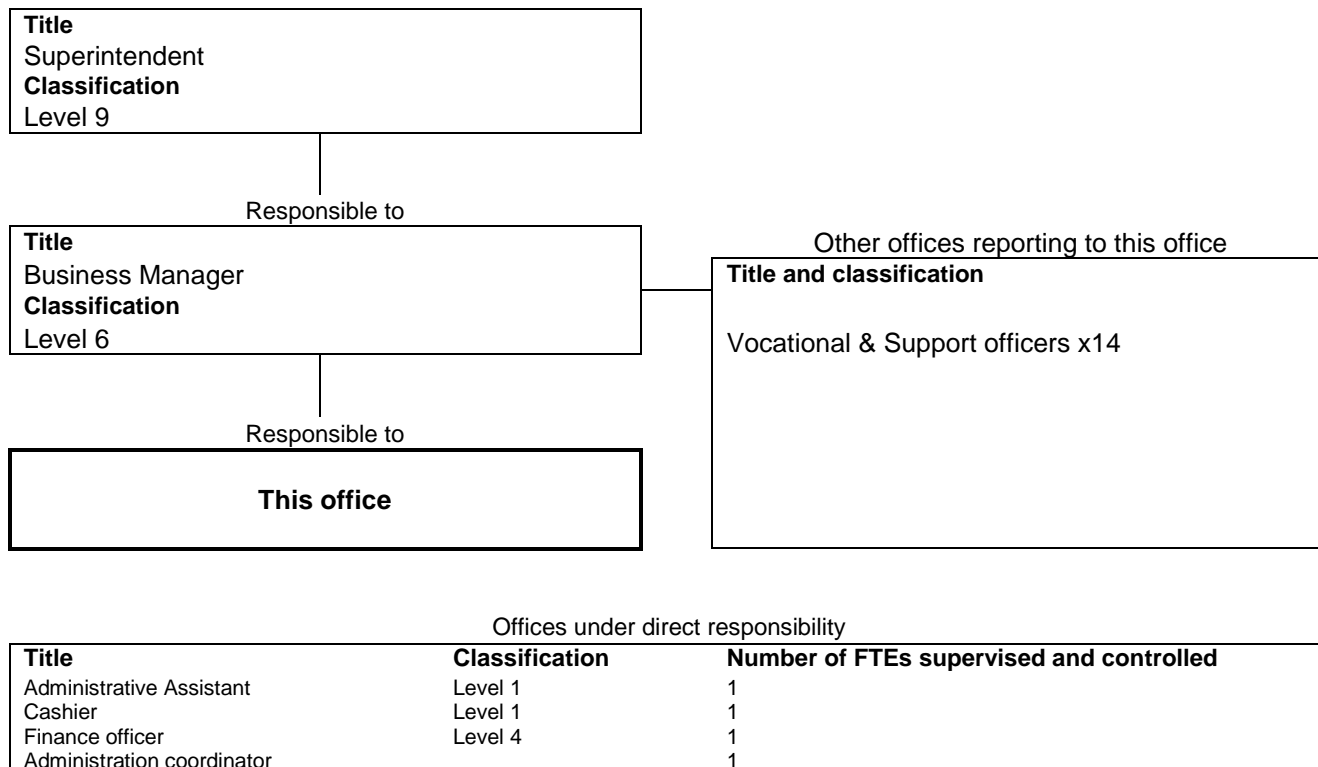
Continuously improves services provided by the Prison. Contributes to ongoing evaluation of opportunities to utilise financial and physical resources more efficiently through effective change strategies.

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
Essential	
1. Resource management	The ability to manage human and physical resources effectively to achieve outcomes.
2. Priority setting and delegation	The ability to set and meet work priorities and delegate appropriately.
3. Research and analytical	The ability to conduct research and analysis on a range of identified issues.
4. Conceptual problem solving and analytical skills	The ability to develop practical and innovative solutions to complex problems, including the use of information technology.
5. Communication	Effective written, oral and interpersonal communication, including the ability to liaise and negotiate with, and influence both internal and external clients.
6. Human resource knowledge	Knowledge of award provisions, current policies, practices and procedures as they relate to Resource Management. Knowledge of human resource management practices and principles. Experience in using word processing, spreadsheet, Internet and email packages.
Desirable	
7. Qualification	Progress towards or possession of tertiary qualifications in a relevant field and/or significant relevant experience, knowledge and skills.
(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



Location and Accommodation

Location
Derby

Accommodation

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	/ /