



## 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> Prisoner Education Coordinator		<b>Special conditions</b>
<b>Effective date</b> 12 February 2018	<b>Position number</b> Generic	<b>Level</b> L1SC Specified Callings
<b>Division</b> Corrective Services	<b>Directorate</b> Offender Management	<b>Branch</b> Education & Vocational Training Unit

### Divisional Outcomes

The outcomes of the Corrective Services Portfolio are to reduce offending, protect the community and encourage offenders towards a law abiding lifestyle. The Portfolio is responsible for the management of government prisons as well as ensuring effective standards and relations with privately operated prison facilities through:

- Adult Custodial Operations;
- Custodial Services; and
- Security and Intelligence.

In achieving these outcomes and outputs, community expectations, in particular victim concerns are taken into account.

### Directorate Outputs

The Offender Management Directorate's primary focus is on reducing reoffending, which it will achieve by:

- providing leadership, oversight and support in a holistic and partnership approach across all areas of the Department to embed therapeutic practices;
- elevating the position of rehabilitation and reintegration service delivery, including partnerships with non-government organisations; and
- establishing enhanced Aboriginal services to guide, monitor and provide practical supports.

The Division is the custodian of offender management which incorporates the delivery of evidenced based assessments, strategy and development, rehabilitation programs, education, employment and transitional services, psychological assessment and counselling support, health and sentence management.

### Branch Outputs

The Educational & Vocational Training Unit works towards assisting students to acquire, develop, practice and apply the knowledge, skills and attitudes now and in the future to take responsible control of their own lives.

### Role of the Position

The Prisoner Education – Coordinator works as a team member to provide a comprehensive education and vocational training service to clients. They assist with educational responsibilities that relate to educational process, including curriculum, teaching, assessing, staff development and industry liaison.

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## Responsibilities of this position

### Education Service

- Provides an educational counselling service to clients.
- Undertakes the educational assessment of clients presenting for participation in education and training programs.
- Provides teaching, lecturing and assessment, as appropriate.
- Participates in and contributes to an innovative workplace.

### Administration

- Assists the coordination of a comprehensive education and vocational training program, relevant to the needs of the clients.
- Assists budget preparation and expenditure for a prison site.
- Assists the development and maintenance of delivery and assessment resources for education and training services.
- Assists the development and implementation of the site's annual operational plan.

### Professional Supervision and Training

- Supervises and monitors all training and assessment activities to ensure compliance with the Standards for Registered Training Organisations (2015).

### Evaluation and Monitoring

- Maintains appropriate course and individual client records.
- Assists in the evaluation of education and vocational training programs.

### Policy

- Implements agreed policy at both prison and state level.

### Liaison

- Liaises with the Prisoner Education, Campus Manager and prison management regarding client case management and program scheduling.
- Liaises with prison industry personnel to ensure industry based training is maximised.
- Liaises with external education and community agencies regarding program delivery, referral and enhancement of services delivery.

### 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

Undertakes other duties as required.

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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>Essential</b>	
1. <b>Qualifications</b>	Tertiary qualification – including teaching or equivalent  Certificate IV Training & Assessment (or completes within six months of employment).
2. <b>Experience</b>	Relevant teaching experience including adult education
3. <b>Knowledge / Skills / Abilities</b>	Highly developed interpersonal, liaison and negotiating skills appropriate to a challenging multi-disciplinary work environment.  Knowledge of and sensitivity to Indigenous culture, learning styles and needs.  Demonstrated organisational skills.  Current knowledge of adult education theory, practices and trends in Vocational Education Training (VET) delivery including AQTF.  High standards of verbal and written communication skills.  Current knowledge of adult education theory, practices and trends in VET delivery including Standards for Registered Training Organisations (2015).
4. <b>Ethical Behaviour</b>	Demonstrated skills in managing ethical behaviour in accordance with relevant standards, values and policies.
5. <b>Equity, Diversity and Occupational Safety and Health</b>	Knowledge of and experience in application, promotion and modelling of the principles of equity, diversity and OSH in the workplace.
<b>Desirable</b>	
6. <b>Qualifications</b>	Specialist qualifications in relevant field.
7. <b>Experience</b>	Experience in Adult Basic Education and/or Adult Indigenous Education.  Experience in the provision of education.
8. <b>Other</b>	Current C class Driver's Licence.
<b>(Note:</b> 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).	

