



Job Description Form

4294 Assistant Commissioner, Adult Community Corrections

Community Corrections and Offender Management

Position details

Classification Level: Class 1

Award/Agreement: PSA 1992 / PSGOGA 2017

Position Status: Permanent full time, 5 year contract

Organisation Unit: Corrective Services, Community Corrections and Offender Management

Physical Location: Perth CBD

Reporting relationships

Responsible to: 014610 Deputy Commissioner Community Corrections and Offender Management – Special Division Non CEO Band 2

This position: 4294 Assistant Commissioner, Adult Community Corrections - Class 1

Direct reports: Assistant Director, ACC North - Level 8
Assistant Director, ACC South - Level 8
Assistant Director, Adult Court Services - Level 8
Assistant Director, Victim and Offender Mediation - Level 8
Assistant Director, Community Offender Monitoring Unit - Level 8

Overview of the position

The Assistant Commissioner, Adult Community Corrections is a senior member of the Community Corrections and Offender Management directorate and contributes to the strategic direction and leadership of the State's Corrective Services to support Government Justice Reform Initiatives.

Reporting to the Deputy Commissioner Community Corrections and Offender Management, the Assistant Commissioner, Adult Community Corrections is responsible for the contemporary and strategic leadership of the management of adult community-based offenders; the victim mediation service; and services that support Court diversion programs through the provision of high quality advice to courts and release authorities to enable the appropriate management of community based supervision and electronic monitoring programs.

This role contributes to the delivery of integrated corrective services and programs, including diversionary programs and rehabilitation and reintegration services that specialise in the needs of Aboriginal offenders, women offenders, drug and alcohol misuse and mental health issues that aim to deliver a reduction in re-offending.

Job description

As part of the leadership team, the Assistant Commissioner, Adult Community Corrections will:

- Maintain focus on the Department's goal of community safety through implementation of strategies and approaches that support the safety, security and rehabilitation of offenders whilst ensuring the safety of the community is not compromised.
- Work to improve communication and model integrity and respect in all interactions.
- Operate within and contribute to the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Contribute to the Government Justice Reform Initiatives.
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on boards, committees and working groups as required.

Role specific responsibilities

- Manage the Department's obligations and compliance with the relevant corrective services legislation in relation to Adult Community Corrections.
- Provide strategic leadership, direction and management of Adult Community Corrections strategies that enhances best practice community corrections and offender management services to reduce re-offending.
- Ensure that adult offenders are provided with opportunities to address their offending behaviour, improve their educational, vocational and employment skills, maintain family links and prepare for reintegration into the community.

- Work collaboratively with Corrective Services' management, external stakeholders and the community to ensure integration of services and programs in custody and the community to achieve successful reintegration of offenders.
- Contribute to the development, implementation and review of evidence-based diversionary, rehabilitation and reintegration programs and services for adult offenders in the community.

Job related requirements

In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to champion and promote a shared commitment to the Department's strategic direction; understand the Department's role within society; weigh up critical factors; manage risk and create organisational strategies that are aligned with government direction and reform initiatives.

Achieve Results

The ability to build organisational capability and facilitate information sharing; harness technology and best practice evidence to streamline and adapt processes for operational efficiency; monitor and manage resourcing pressures to deliver intended outcomes; and foster a focus on quality and achievement.

Builds Productive Relationships

The capacity to build and sustain relationships at senior levels within the Department, across the public sector and with a diverse range of external stakeholders; engage effectively with the community and key stakeholders; foster cross-agency approaches; empower and develop people through setting clear performance standards and providing constructive feedback and development opportunities.

Exemplifies Personal Integrity and Self-Awareness

The ability to persist and maintain focus on achieving Departmental outcomes even in difficult circumstances; apply and promote the principles of customer service, equity, diversity, occupational safety and health in the workplace; remain calm under pressure; effectively represent the Department in public and internal forums; and demonstrate commitment to self-reflection and personal development.

Communicates and Influences Effectively

The ability to communicate clearly, both verbally and in writing; provide impartial and forthright advice; negotiate persuasively; and successfully listen, understand and adapt to a range of audiences.

Role Specific Criteria

- Substantial experience in a senior management role in a correctional service environment managing programs and services for community-based offenders that are compliant with legislation, policy and procedures and contribute to a reduction in re-offending.

Special requirements/equipment

Nil

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

<Delegated Authority title>

Signature: _____ Date: _____

HR certification date: _____