



# Job Description Form

## Release Coordinator

### Adult Male Prisons

#### Position details

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Classification Level: 5

Award/Agreement: PSA 1992 / PSGOGA 2017

Position Status: Permanent

Organisation Unit: Adult Male Prisons

Physical Location: Casuarina Prison

#### Reporting relationships

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Responsible to: 4133 Assistant Superintendent Assessments and Movements – Level 7

**This position: Release Coordinator - Level 5**

Direct reports: NIL

#### Overview of the position

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Casuarina Prison is situated approximately 40km from the Perth CBD and is the state's largest maximum security prison designed to hold sentenced and remand prisoners of all classifications from across the state. The Prison caters for adult male prisoners who have committed violent and/or other serious offences.

The Release Coordinator is responsible for:

- Effective liaison with offenders' families, the Courts, Community Corrections Officers & relevant external agencies.
- Direct, control and administer the processes associated with bail related matters so as to maximise the release of adult male offenders from custody
- Processes the release of adult male offenders to freedom and community based dispositions in a timely manner in line with departmental policies and guidelines.
- Ensuring compliance with the Prisons Act, Sentence Administration Act and Bail Act.
- Provides support to and works cohesively with Movements staff in the release of offenders.

- Undertake their duties with an understanding of and sensitivity to diverse culture groups.
- Other duties as directed.

The position shall ensure compliance with legislation and the Department's rules and policies.

### **Job description**

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As part of the Leadership Team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety security and rehabilitation;
- Work to improve communication and model integrity and respect in all interactions
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within the Department's chain of command to coordinate activities required to meet 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 committees and working groups as required.

### **Role specific responsibilities**

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- Directs, coordinates and administers processes associated with bail related matters.
- Expeditiously identifies and assesses adult male offenders who can be released on bail; including the development and implementation of case management plans and provision of relevant reports.
- Ensures prompt contact is made between adult male offenders and sureties and arranges appointments for the surety with JP's.
- Facilitates interviews with adult male offenders and surety representatives to provide them with accurate, relevant information regarding their rights and responsibilities under the Bail Act.
- Liaises, negotiates and cooperates with families, the Courts, Community Corrections Officers and other relevant external agencies to identify options available with relation to bail matters, including providing support, information and facilitating referrals as requested.
- Identifies and processes the release of offenders to Parole and expiry of sentence.
- Contributes to the review process of bail procedures and makes recommendations to improve the service for adult male offenders.

- Ensures compliance with legislation and develops strategies to meet legislative changes impacting on the Prison.
- Ensures maintenance of accurate data and maintains accurate case records and statistics.
- Effectively uses information, technology, records and knowledge management.
- Informs and contributes to the development of strategies for information and knowledge management.
- Identifies, develops and improves the way work is undertaken.

### **Job related requirements**

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

#### **Shapes and Manages Strategy**

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

#### **Achieve Results**

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

#### **Builds Productive Relationships**

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

#### **Exemplifies Personal Integrity and Self-Awareness**

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them, and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

## **Communicates and Influences Effectively**

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

## **Role Specific Criteria**

- Demonstrated experience of more than 3 years in a custodial environment including experience within a prison.
- Knowledge of legislation and standards relating to the release of offenders from custody and knowledge of the Bail Act.

## **Special requirements/equipment**

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Nil

## **Certification**

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

Commissioner

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR certification date: \_\_\_\_\_