



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 Relief Officer		Special Conditions
Effective Date February 2020	Position Number 014284	Level VSO3
Division Corrective Services	Directorate Adult Male Prisons	Branch Broome Regional Prison

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

Broome Prison is a minimum-security prison for males and short-term female offenders and also accommodates medium and maximum-security prisoners for short term remand periods. The Prison is centrally located within the Township of Broome, 2,400 km north of Perth. Broome Prison is the receipt hub for new prisoners within the region and facilitates transfers of prisoners throughout the Kimberley Region and to Metro Prisons in the South.

The Relief Officer will undertake, instruct and supervise all aspects of a various number of industries while relieving Vocational Support Officers when on leave as identified by Prison Management.

This position will also be responsible for the provision of productive work for prisoners, meeting training and production deadlines whilst maintaining the good order of the prison.

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Responsibilities of this Position

Provide relief assistance within the Prison Industries, Workshops and other VSO positions where required, maintaining the routine of the area.

Training

- Undertakes appropriate on the job training of prisoners with different skill and knowledge levels.
- Undertakes induction training on industry and workshop practices and procedures when required.

Production

- Maintain production level of the various industries/workshops area whilst relieving.

Resource Management

- Maintains and coordinates the stock and purchasing of consumables products for the various industrial and workshop areas.
- Maintains safe and appropriate storage of stock and equipment for the various areas.
- Ensures all required equipment for the industries/workshop area is in good working order.
- Responsible for the management and reporting of funds allocated to the areas, whilst relieving.
- Established appropriate production programs and delivery schedules for the industries/workshop area.

Managing Offenders

- Specifically responsible for the day-to-day supervision and instruction of prisoners within the industries/workshop area.
- Plans, schedules and controls daily work activity of prisoners within the industries/workshop area.
- Ensures the custody of prisoners is in accordance with the requirements for the good order of the prison.

Policies and Procedures

- Complies and works within approved and established Occupational Safety and Health Regulations and procedures.
- Complies and works within approved and established security procedures.
- Follows workplace policies and procedures within the Prison to achieve tasks.
- Implement policies and/or procedures within the area of responsibility, and identifies and reports related gaps at an operational level.
- Ensures that quality control procedures are established and maintained at all times.

Workplace Relationships

- Supportive of the duties of all VSO Officers at Broome Regional Prison
- Ensure effective communication within and outside the team with internal and/or external parties that include offenders, visitors, external providers/contractors and management.

Information and Knowledge Management

- Maintains appropriate records to track the expenditure, production and distribution of workshop products.
- Maintains appropriate employment and prisoner records attending the industries/workshop areas.
- Prepares various reports and correspondence on identified issues related to the area of responsibility. (This includes such things as industry reports, production targets, Occupational Safety and Health, incident reports, etc).

Continuous Improvement

- Participates in the identification of and applies opportunities for continuous improvement within the work area.

Reception/Movements

- Participates in the role of Reception Officer and provides relief coverage in the work area.
- Maintains the daily processing of prisoners entering and exiting Broome Regional Prison. Processes the daily movements of prisoners attending scheduled external appointments (court, hospital etc)
- Assists with the completion and distribution of all necessary paperwork to facilitate the transfer, movement and release of prisoners.
- Maintains and ensures appropriate prisoner records are kept and reports on identified issues.

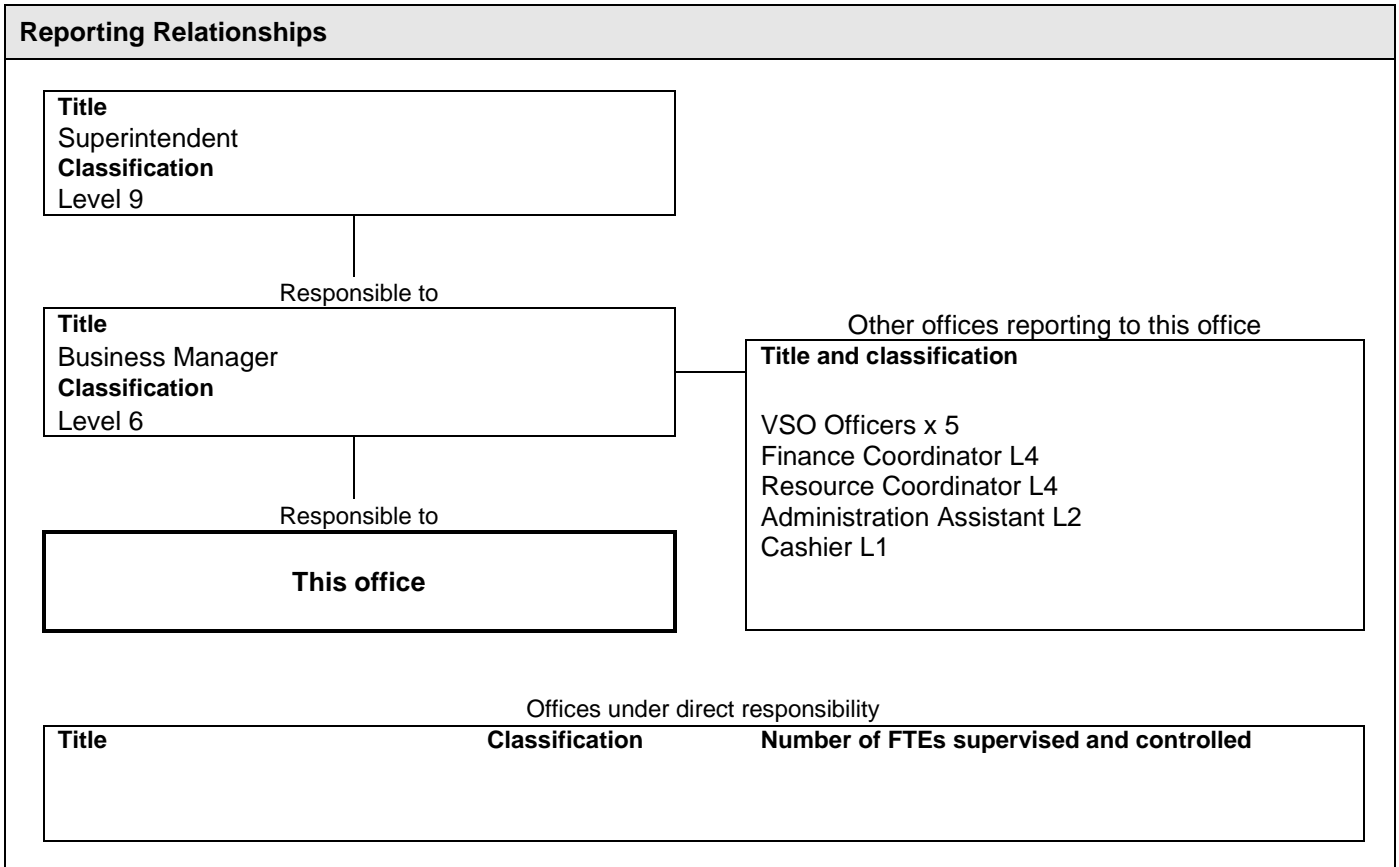
Other Duties

Other duties maybe required within the occupant's skill base under the Prisons Act, involving specific emergency assistance for a period limited in time at the request of the Superintendent to assist in the management of the prison.

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
Essential	
1. Trade Qualification	Possession of a relevant trade qualification or recognised qualification in the industry. Construction Industry Whitecard.
2. Communication and Interpersonal Skills	Effective written, oral and interpersonal communication skills. The ability to write accurate incident reports; follow up, charge and recommendation of action reports responding to ministerial and ombudsman enquiries. The ability to adjust communication style to suit the cultural needs of clients.
3. Team Building and Maintaining Relationships	Effectively liaising with a broad range of stakeholders both orally and in writing. Working professionally with others in a team environment.
4. Information and Knowledge Management	The ability to use information and knowledge effectively and contribute to the development and delivery of training and education within the workshop.
5. Resource Management	The ability to manage, human, financial, and physical resources effectively to achieve outcomes.
6. Cultural Awareness	Providing services and programs in a culturally appropriate manner. Understanding of cultural and social issues, including those relevant to Aboriginal people.
<u>Pre-Appointment Requirements</u>	
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"> • Complete the Employment Profile Assessment as determined by the Department Recruitment Psychologist; • Receive a clearance through a National Criminal History check and the Departmental integrity assessment; • Possess a current 'C' class motor vehicle driver's licence • Possess a valid Senior First Aid qualification (or equivalent) received from an accredited training provider; and • Be willing to undertake training applicable to the role through the Department's Training Academy. 	
(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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Location and Accommodation

Location
Broome Regional Prison

Accommodation
GROH (Government Regional Officer's Housing) may apply

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	/ /