



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.

Position title Security Manager		Special conditions
Effective date January 2018	Position number 010401	Level 6
Division Corrective Services	Directorate Adult Justice Services	Branch Pardelup Prison Farm

Divisional Outcomes

The outcomes of the Adult Custodial 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

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

Pardelup Prison is a minimum security prison situated approximately 27km west of Mount Barker. The farm is a 6,300 acre breeding property which supports and promotes the philosophy of a community reintegration facility for prisoners, combining three elements: the strong community focus of a work camp, the structured custodial environment of a traditional prison and the emphasis on reintegration that will be an increasingly important feature of all prisons in the future.

The Security Manager, in partnership with the Superintendent and the Security & Response Services directorate, directs controls and administers the security functions of the prison including the S95 prisoners working in the community and at Walpole Work Camp. Duties include intelligence gathering analysis and dissemination of information, coordination of investigations, compilation and auditing of security standards, management of emergency management functions and exercises,

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Responsibilities of this position

Security and Control

- Responsible for the strategic management of security systems and processes within the prison and Work Camp including physical, procedural and dynamic.
- Conducts all security related investigations, presenting the reported findings to both the Superintendent and the Director Security & Response Services.
- Creates, maintains and updates local security instructions in accordance with state wide policy
- Ensures compliance to security standards and instructions by all staff within the prison and work Camps
- Where operational requirements permit, conducts peer audit and security reviews where agreed by the Superintendent (minimum expectation is one per year)
- Co-ordinates intelligence led security operations pertaining to visitors to the prison and work Camp.
- Acts as a two way conduit of information between the Superintendent and the Security & Response Services Directorate
- Advises the Superintendent with regard to actual or potential Special Profile Offenders
- Liaises with external agencies on matters that impact on the security of the prison, prisoners, staff and community and ensures such matters are reported to the Superintendent
- Investigates and responds appropriately to Ombudsman and Ministerial enquiries in relation to this position
- Provides timely and accurate information regarding the risks posed by prisoners to assist JIS in producing comprehensive risk assessments with particular regard to any external movement of prisoners
- On behalf of the Superintendent manages local investigations allocated by Misconduct Assessment Branch

Intelligence Management

- Is responsible for the management of intelligence systems within the prison, ensuring that a comprehensive collection strategy is in place
- Analyses all security information, preparing appropriate strategic and operational plans for the management team
- Establishes and maintains a clear, comprehensive and trusting information reporting relationship to the Superintendent
- Ensures that ALL security related matters, irrespective of significance are reported to the Superintendent
- Acts as the Local Controller for the purpose of Informant Management, ensuring the integrity of the system and that the identity of any registered informant is known only within the direct line of the Informant Management Policy.

Emergency Management

- Is responsible for the development, compilation and maintenance, including bi-annual reviews, of all emergency orders
- On instruction from the Superintendent, co-ordinates available resources to respond to and resolve emergency situations.
- Ensures that emergency orders are tested in conjunction, providing comprehensive reports and analysis to the Superintendent.

Health and wellbeing of prisoners

- Ensures that operational, health and welfare standards are met in the prison security.

General

- As a member of the Pardelup Prison Farm senior management team, contributes to the management of the prison in order to achieve prison outputs;
- Represents Pardelup Prison Farm on appropriate committees and at internal and external forums;
- Develops relationships and liaises and communicates with stakeholders;
- Contributes to the development of strategic, operational and business plans for the prison.

Cultural Change

- Contributes to a positive and innovative organisational culture and the development of initiatives to implement change in the work place.

Continuous Improvement

- Continuously improves services provided by the prison.
- Ongoing evaluation of opportunities to utilise financial and physical resources more efficiently.

Other duties as directed

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
Essential	
1. Leadership	The ability to assume an important role in the development of an inspiring, relevant vision for the Agency, influence others to share ownership of agency goals and use judgement, decision making and team building to achieve outcomes.
2. Information and Knowledge Management	The ability to negotiate and allocate the provision of information resources and manage knowledge to address strategic and operational needs and agreed outcomes.
3. (Customer Service) Standards Setting	The ability to deliver a high quality security service and consultancy support to meet organisational needs.
4. Strategic Planning and Thinking	The ability to develop strategic options, apply strategic thinking to achieve outcomes, and develop and implement effective change management strategies.
5. Resource Management	The ability to manage the provision and allocation of human, financial, physical and technological resources to address strategic and operational needs and agreed outcomes.
6. Relationship Building and Networking	The ability to communicate effectively with diverse audiences, using a variety of strategies, establishes relationships with stakeholders and represent and promote the Prison.
7. Policy Initiation and Development	The ability to initiate and contribute to ethical policy development and review, provide ethical policy advice, promote a work environment responsive to changing internal and external demands and develop innovative solutions to achieving outcomes.
8. Knowledge	<ul style="list-style-type: none"> • Knowledge of contemporary practices and principles that apply to administrative security procedures in custodial services; • Knowledge of security systems and procedures relating to custodial institutions; • Knowledge of information gathering and processing; and • Understanding of Occupational Safety and Health and Equal Employment Opportunity legislation

Pre Appointment Requirement

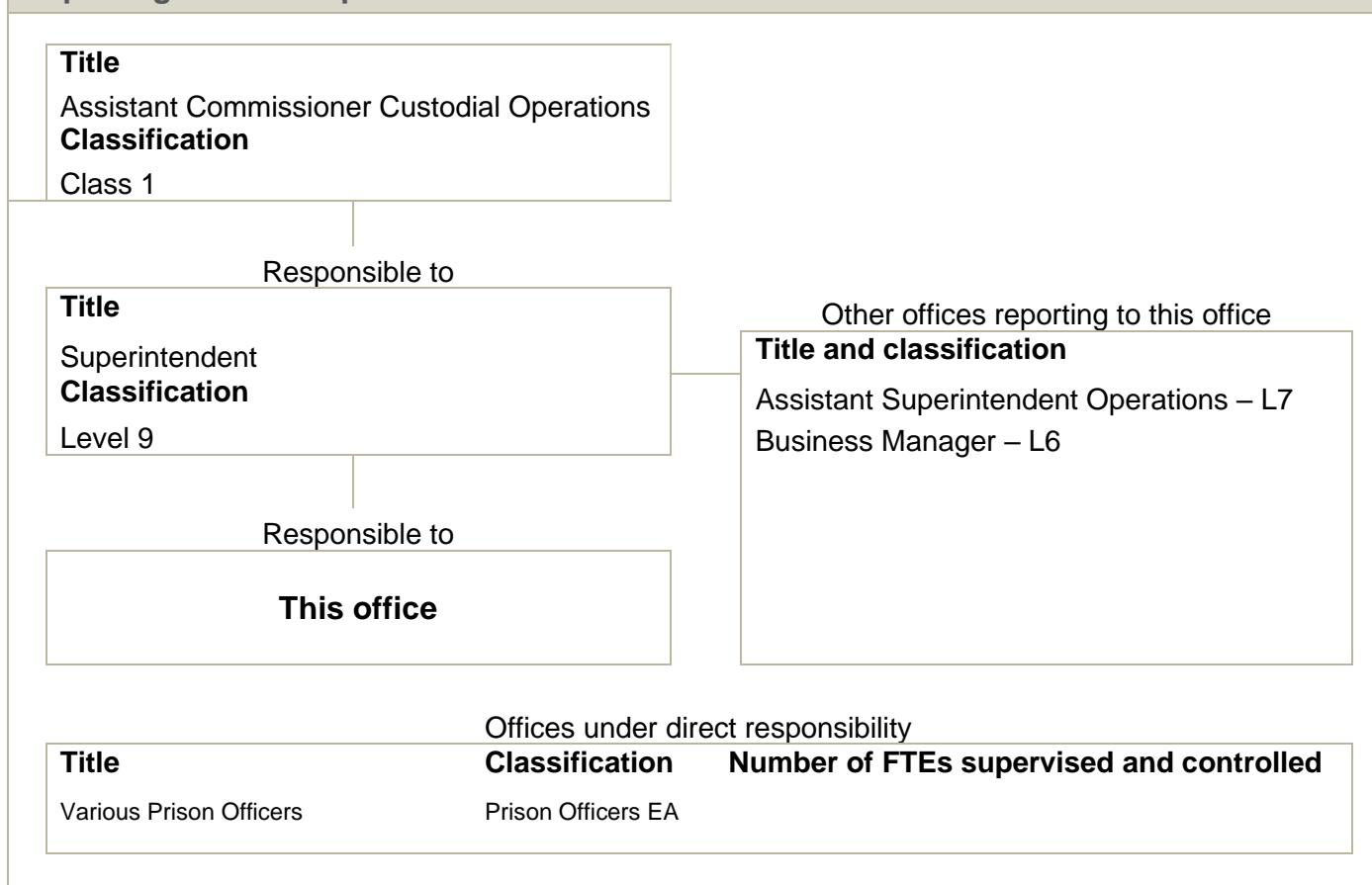
Please note the following additional pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental policy and procedures. A successful applicant must:

- Complete the Employment Profile Assessment as determined by the DCS 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 Departments 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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Reporting relationships



Location and accommodation

Location Pardelup Prison Farm, Pardelup Road, Mount Barker
Accommodation GROH (Government Regional Officers' Housing) is limited and may not be immediately available

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	/ /