



Job Description Form

Department of Justice Purpose

To provide a safe, secure and decent justice service which contributes to community safety and reduced offenders' involvement in the justice system.

Position title		Special conditions
Stores Officer		Nil
Effective date	Position number	Level
May 2021	015717	VSO2
Division	Directorate	Branch
Corrective Services	Adult Male Prisons	Wooroloo Prison Farm

Divisional Outcomes

The Corrective Services Division is responsible for detention facilities, prisoner management programs that provide support and rehabilitation to adults who have offended, and the management of offenders in the community through probation and parole services. All these elements have a direct impact on the provision of corrective services provided by the Department; with the primary objective being to reduce offending, thereby protecting the community and guiding offenders towards a law abiding lifestyle. The role has primary accountability to fulfil obligations specified in corrective services legislation, and will consider staff welfare and community expectations, in particular victim concerns, in the achievement of key objectives.

Directorate Outputs

Adult Male Prisons is responsible for the security and safe management of adult offenders in prisons throughout Western Australia.

Branch Outputs

Managing the Prison to ensure security and good order is maintained in line with the business plan, resource management budget and statutory requirements;
Managing the Prison to ensure the care, wellbeing 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

Wooroloo Prison Farm is a minimum-security position located 56km north east of Perth. Wooroloo Prison Farm functions as a pre-release centre that encourages its male offenders to be appropriately prepared for their return to the community as responsible citizens.

The Stores Officer will be responsible for carrying out the day-to-day activities of the stores operation at Wooroloo Prison, including ordering and delivering all supplies, reconciling accounts, maintaining accurate stock controls and paying invoices.

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Responsibilities of this position

People and Resource Management

- Maintains and coordinates the stock and purchasing of consumables.
- Maintains safe and appropriate storage of stock and equipment for the store.
- Oversees the receiving of all goods, produce and services into the prison in all sections.
- Oversees the despatching of all goods and produce out of the prison from all sections.
- Ensures that all goods and produce despatched and received have been recorded on the Prison Industries Catalogue where necessary.
- Maintains Material Safety Data Sheets for all chemicals held on the prison.
- Ensures all required equipment for the store is in good working order.
- Maintains an electronic stock control system for all goods distributed from the stores.
- Completes annual and periodic stock takes according to auditory requirements

Policies and Procedures

- Complies and works within approved and established Occupational Safety and Health Regulations and procedures.
- Ensures all purchasing is carried out according to policies and procedures.
- Complies and works within approved and established security procedures.
- Follows workplace policies and procedures within the Prison to achieve tasks.
- Implements policies and/or procedures within the store, and identifies and reports related gaps at an operational level.
- Ensures that quality control procedures are established and maintained at all times.

Customer Service

- Ensures delivery of quality services to all customers.
- Drives the day to day activities of the stores operations and ensures security of contents.
- Coordinates the arrangement of purchasing of all stores and accounts required by the Prison, including workshop materials, fuel, provisions and equipment.
- Orders new and replacement prison officer uniforms and prisoner clothing from suppliers.

Managing Offenders

- Specifically responsible for the day to day supervision and instruction of prisoners working in the stores area.
- Ensures the custody of prisoners is in accordance with the requirements.
- Plans, schedules and controls daily work activity of prisoners within the stores area.
- Reports any unusual occurrence and matters concerning security to the Senior Officer Gate and/or Security Manager.

Information and Knowledge Management

- Maintains appropriate records to track the expenditure and distribution of products from the store.
- Maintains appropriate employment and prisoner records attending the store.
- Prepares various reports and correspondence on identified issues. (This includes production targets, Occupational Safety and Health, incident reports, etc.).

Other

- Other duties as directed.

Position title Stores Officer		Special conditions Nil
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Division Corrective Services	Directorate Adult Male Prisons	Branch Wooroloo Prison Farm

Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
ESSENTIAL	
1. Stores and warehousing operations	Demonstrated experience in managing all aspects of store management, including purchases, sales and inventory with a knowledge of book keeping.
2. Team building, maintaining relationships and communication	The ability to participate in and lead work groups, model integrity and manage effective workplace relationships to achieve positive outcomes. Effectively liaise with a broad range of stakeholders in both spoken and written forms, and in particular be able to write accurate incident reports. Have effective verbal communication and interpersonal skills and constructively engage offenders; adjust methods and style of communication to suit individual needs.
3. Resource and time management	The ability to manage human, financial and physical resources effectively to achieve outcomes. The ability to prioritise, organise and complete work within set timeframes.
4. Computer skills	Familiarity with Microsoft business applications including Excel, Word and Outlook for word processing, data entry, spreadsheets and emails.
5. Information and knowledge management	Demonstrated experience in the management of information and knowledge from multiple sources. The ability to gather and share information and knowledge within restrictive guidelines.
6. Licence	High Risk Work License – Fork lift MR license (desirable)

Pre- Appointment Requirements

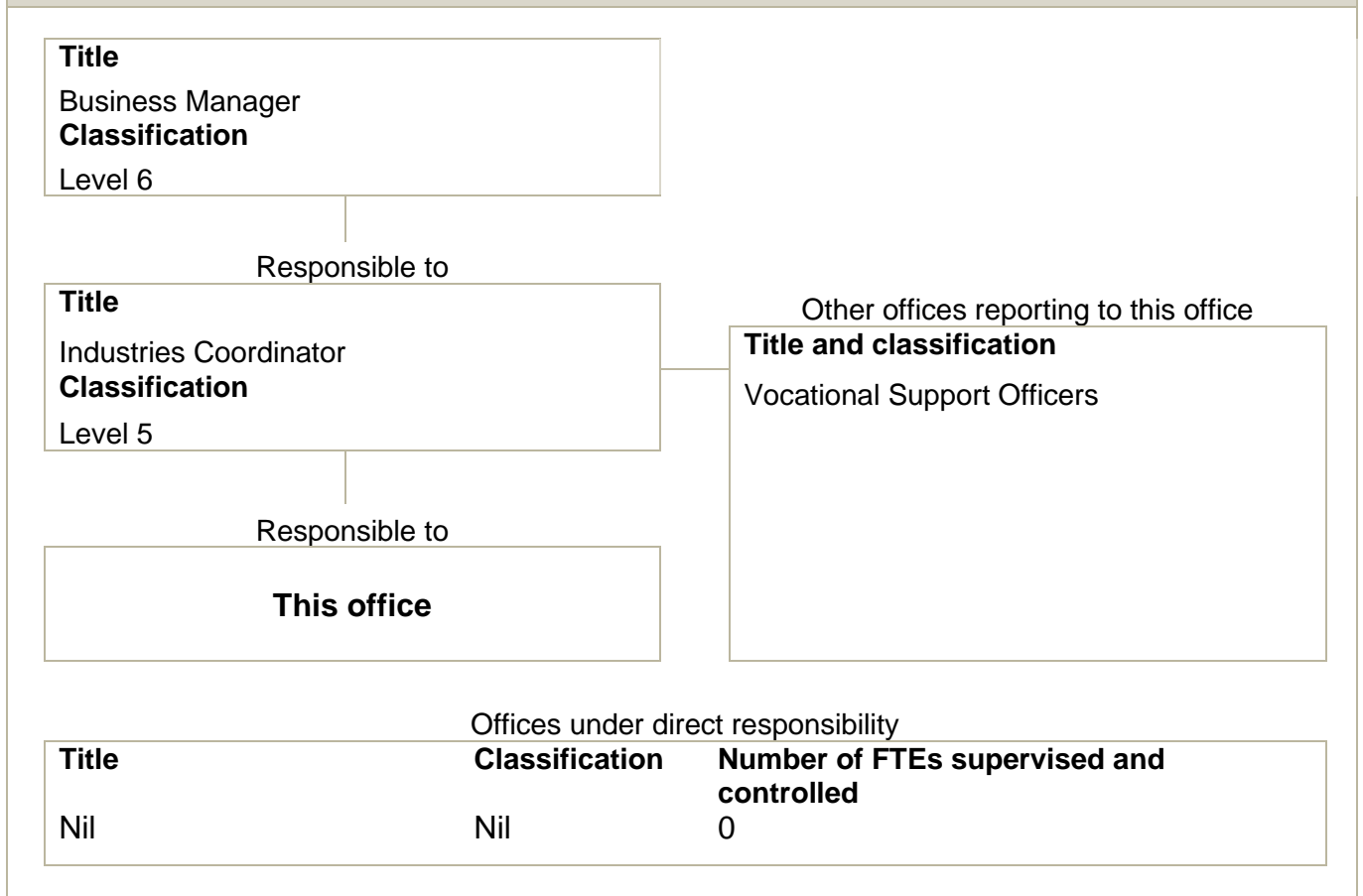
Please note the following additional pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental policy and procedures. A successful applicant must:

- Complete the Employment Profile Assessment as determined by the Department;
- Receive a clearance through a National Criminal History check and the Departmental integrity assessment;
- Possess a current 'MR' 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 Department's Training Academy.

(Note: When applying for vacant positions, applicants are required to address the Work Related Requirements (Selection Criteria) 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 Woorloo Prison Farm, Linley Valley Rd Woorloo 6558
Accommodation N/A

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	/ /