



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		Special conditions
General Relief Officer		N/A
Effective date	Position number	Level
September 2021	014354, 014356	VSO2
Division	Directorate	Branch
Corrective Services	Adult Male Prisons	Bunbury

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

Bunbury Regional Prison is located approximately 15km south of Bunbury. The Prison has a medium security perimeter around the main complex designed to hold 150 prisoners. The prisoner population at Bunbury is comprised of approximately one third sex offenders. Bunbury also accommodates a high number of vulnerable prisoners and is considered a leader in actively managing special needs offenders who would normally be placed outside of the mainstream in protection. Bunbury Prison houses a high percentage of these prisoners in self-care as a positive step towards re-entry. Bunbury delivers a high level of programs including the medium and high intensity sex offender programs.

The General Relief Officer will manage, organise and control all aspects of a various number of industries while relieving Vocational and Support Officer's (VSO's) on leave where required by Prison Management.

The Relief Officer is required to act in VSO positions identified by Prison Management.

The 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

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 within the 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.

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
1. Experience	Demonstrated experience in the relevant trade/industry. <i>NOTE: the trade/industry type will be identified in the job advert together with number of years' experience, if required.</i>
2. Computer skills	An understanding of computer applications such as spreadsheets, databases, document writing and emails. The ability to learn in-house computer systems.
3. Information and knowledge management	The ability to gather and share information and knowledge within a confidential environment.
4. Instruction	Demonstrated ability to effectively mentor, deliver on the job instruction and supervise prisoners who work in the area.
5. Interpersonal skills	The ability to communicate clearly and effectively with internal and external stakeholders utilising written and oral skills. The ability to question, listen, understand and discuss calmly while adapting to audiences, particularly those relevant to minority groups, non-English speaking backgrounds and indigenous people. Develop, maintain and participate in work groups to achieve positive outcomes. Working professionally with others in a team environment.
6. Organisation and resource management	The ability to interpret information and evaluate opportunities to prioritise and manage tasks/projects with available resources to achieve positive results. The ability to show judgement, intelligence and common sense while recognising potential issues/problems and acting within set timeframes.

Pre- Appointment Requirements

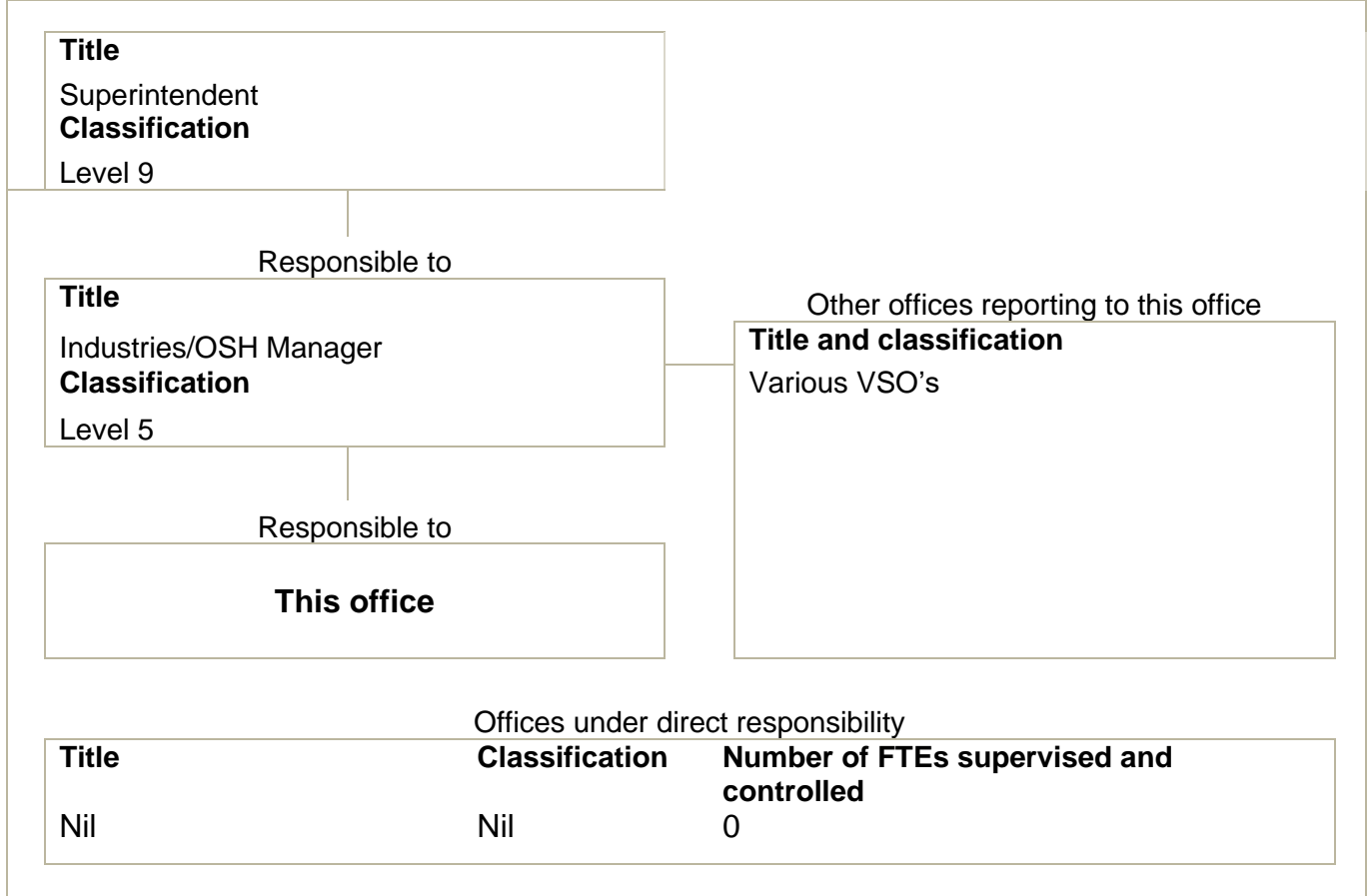
Please note the following additional pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental policy and procedures. A successful applicant must:

- 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 '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 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 Bunbury Regional Prison, Centenary Road, Bunbury, 6230
Accommodation Not applicable

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	20 / September / 2021