



# 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.

<b>Position title</b> Business Manager		<b>Special conditions</b>
<b>Effective date</b> March 2018	<b>Position number</b> 010396	<b>Level</b> 6
<b>Division</b> Adult Justice Services	<b>Directorate</b> Adult Custodial Operations	<b>Branch</b> 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.

As a member of the senior management team, the Business Manager contributes significantly to strategic leadership, direction and management of the prison to ensure all statutory and Departmental requirements and best practice service delivery standards are met.

The Business Manager manages all of the business planning, financial, human resource, assets, information technology and administrative functions for the prison, including the approvals for farm livestock sales and purchases and market gardens/orchards produce. The position also manages the PADS system, GROH housing requirements, all of the prison's VSO work output, the safe and effective operation of all workshops, OSH management, oversight of the canteen and stores, waste water treatment plant and water testing requirements while ensuring prison industry resources are used to best meet customer demand with an emphasis on production and supply, prisoner employment and training and contract management.

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March 2018	010396	6
<b>Division</b>	<b>Directorate</b>	<b>Branch</b>
Adult Justice Services	Adult Custodial Operations	Pardelup Prison Farm

### Responsibilities of this position

#### Strategic Leadership and Coordination

As a member of the Prison's senior management team, contributes to the identification of emerging issues and the development and implementation of Departmental and local policies, practices, procedures and initiatives.

Drives the development and achievement of the Prison's business plan, the implementation of key corporate agenda items and the management of strategic planning within the Prison.

Coordinates the development and expenditure of the Prison's budget and its reporting.

Responsible for managing the day-to-day activities of a team of administrative and industrial staff, procurement approvals and farming operations.

#### Resource Management and Service Delivery

Is accountable for effective business management service delivery within the Prison and ensures resources, including human, financial and physical assets are available and effectively deployed to achieve the outcomes of the Prison including;

- Controlling and managing of the budget;
- Processing human resource management information and requirements
- Management of all farming and produce activities and expenditure
- Management of all vehicle, plant and equipment repairs and purchases
- Liaising with service providers regarding pay, leave and other conditions of employment;
- Maintaining a harmonious workplace and good industrial relations;
- Ensuring systems, policies and procedures are in place for adequate induction, training and skills acquisition of subordinate staff and
- Conducts analysis of the Prison's financial activities and develops control systems and financial models to make accurate budget and performance measurement predictions to facilitate the achievement of business outcomes

Monitors and reports on business performance and improvements

Develops, manages, coordinates, evaluates and administers relevant contracts.

Contributes to the management of infrastructure and assets, including planning for long term capital needs.

Implements, coordinates and monitors the Performance Appraisal and Development System for subordinate staff and reports on the assessment tools and individual development plans.

Develops strategies to meet legislative and prisoner population changes including business and project plans.

#### Stakeholder Management and Relationships

Provides a consultancy service to the Prison for business process improvement matters

Provides advice to the Superintendent and other senior staff within the Prison and at Head Office, including the preparation and presentation of reports, papers and high level correspondence.

Develops and maintains relevant partnerships and relationships within the Department, with other government authorities and with external organisations to ensure the Prison's strategic, operational and business requirements are met.

Positively represents and promotes the Prison and Department at relevant Departmental and interagency forums.

#### Portfolios

In addition to the responsibilities undertaken as outlined above, the Business Manager is also required to undertake responsibilities and work in a specific manner in regard to the following portfolios allocated to the prison:

#### Ethical Behaviour

Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.

#### Equity, Diversity and Occupational Safety and Health

Applies and promotes the principles of equity, diversity, occupational safety and health in the workplace and behaves and manages staff in accordance with relevant standards, values and policies.

#### Other Duties

Other duties as directed.

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<b>Work related requirements (Selection Criteria)</b>	<b>Context within which criteria will be applied and/or general standard expected</b>
<b>Essential</b>	
<b>1. Resource Management Skills</b>	Negotiating the provision and allocation of human, financial, physical and technological resources to address strategic and operational needs to meet agreed outcomes. Facilitating work effectiveness through team facilitation and efficient use of resources.
<b>2. Leadership skills</b>	Playing an important role in the development of an inspiring, relevant vision for the Prison. Influencing others to share ownership of Prison goals. Using judgement to make fair and transparent decisions which comply with legislation, policy and procedure.
<b>3. Relationship building skills</b>	Communicating effectively with diverse audiences through the utilisation of a variety of mediums and strategies. Establishing relationships with prison personnel and internal and external stakeholders. Representing and promoting the Prison.
<b>4. Business management knowledge and experience</b>	Applying contemporary best practice in business management processes to address current trends and emerging issues and optimise business opportunities. Developing and delivering a broad range of financial management services, including financial planning, budget preparation and financial management information systems. Understanding commercial principles and practices in relation to production and service industries. Developing business plans.
<b>5. Ability to manage ethical behaviour</b>	Demonstrating and managing ethical behaviour in accordance with relevant standards, values and polices.
<b>Desirable</b>	
<b>6. Progress towards or possession of a relevant tertiary qualification in the area of business management or commerce</b>	

#### **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
- 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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Location and accommodation
<b>Location</b> Pardelup Prison Farm, Pardelup Road, Mount Barker
<b>Accommodation</b> 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.

<b>Certification</b> The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.	
<b>Delegated Authority Approval</b>	
Signature	
Date	/ /