



## 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> Metal Shop Instructor	<b>Special conditions</b> N/A	
<b>Effective date</b> December 2021	<b>Position number</b> 007642	<b>Level</b> VSO3
<b>Division</b> Corrective Services	<b>Directorate</b> Adult Male Prisons	<b>Branch</b> Greenough Regional Prison

### 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

Greenough Regional Prison, located on the coast, 414 kms north of Perth, services a diverse prisoner population which includes male and female prisoners across all security ratings. The population of Greenough Regional Prison is predominantly made up of sentenced long-term Aboriginal prisoners drawn from the Midwest and Gascoyne Regions. The Prison also accommodates a population of female prisoners. The Prison acts as regional remand centre and transit station providing accommodation for prisoners from the Pilbara and Kimberley Regions as and when required.

The Metal Shop Instructor operates a metal fabrication workshop incorporating repair, manufacture, and maintenance of products to support prison operations. The position provides on the job instruction, accredited training and supervision to prisoners who work in this area.

<b>Position title</b>		<b>Special conditions</b>
Metal Shop Instructor		N/A
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December 2021	07642	VSO3
<b>Division</b>	<b>Directorate</b>	<b>Division</b>
Corrective Services	Adult Male Prisons	Greenough Regional Prison

## Responsibilities of this position

### Training

- Undertakes appropriate on the job training of prisoners with different skills and knowledge levels.
- Undertakes induction training on workshop practices equipment and procedures when required.
- Provides assistance and training instruction to those prisoners participating in and achieving qualifications.

### Production

- Undertakes repairs and maintenance to prison equipment.
- Produces fabricated metal goods to industry standards for various prisons and external customers.

### Resource Management

- Maintains and coordinates the stock and purchasing of consumable products for the workshop.
- Maintains safe and appropriate storage of stock and equipment for the workshop.
- Ensures all required equipment is in good working order and accounted for in regular audits.
- Establishes appropriate maintenance programs and delivery schedules for the workshop.
- Responsible for the management and reporting of funds allocated to the workshop production.

### Managing Offenders

- Specifically responsible for the day-to-day supervision and instruction of prisoners within the workshop.
- Plans, schedules and controls daily work activity of prisoners within the workshop.
- 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.
- Ensure all regulatory requirements are met in the performance of your duties.
- Recommends and implement policies and/or procedures within the workshop and identifies and reports related gaps at an operational level.
- Ensures that quality control procedures are established and maintained at all times.

### Workplace Relationships

- Ensures effective communication within and outside the team and in liaison with internal and/or external parties, which include offenders, visitors, external providers / contractors, and community groups.

### Information and Knowledge Management

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

### Continual Improvement

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

### 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>
1. Qualifications and experience	Certificate III in Engineering - Mechanical Trade and/or Certificate III in Engineering - Fabrication Trade Construction Industry White Card Demonstrated experience in metalwork, fabrication and/or welding.
2. Instruction and training	Demonstrated ability to effectively mentor, deliver on the job instruction and accredited training to prisoners, while supervising prisoners and other staff who work in the area.
3. Organisation and resource management	Demonstrated experience in interpreting information and evaluating opportunities for the efficient, timely and effective management of resources such as human, financial, physical and production to achieve outcomes. The ability to think strategically, multitask and manage projects with available resources including costings and estimations to achieve positive results. Shows judgement, intelligence and common sense while recognising and acting in a timely manner when problems arise; actively reporting issues to management where required. Able to identify risks, develop meaningful solutions and manage complex issues.
4. Supervisory skills	The ability to supervise a team including planning, prioritisation and delegation of workloads to ensure timeframes are met. Leads by example, models integrity and establishes effective workplace relationships and networks. Provides guidance, mentoring and development of team members. The ability to carry out reviews in line with the Departments' performance appraisal strategy.
5. Computer Skills / Information and Knowledge Management	A comprehensive understanding of computer applications such as spreadsheets, databases, document writing and emails. The ability to learn in-house computer systems. Demonstrated experience in the management of information and knowledge from multiple sources. The ability to gather and share information and knowledge within a confidential environment.

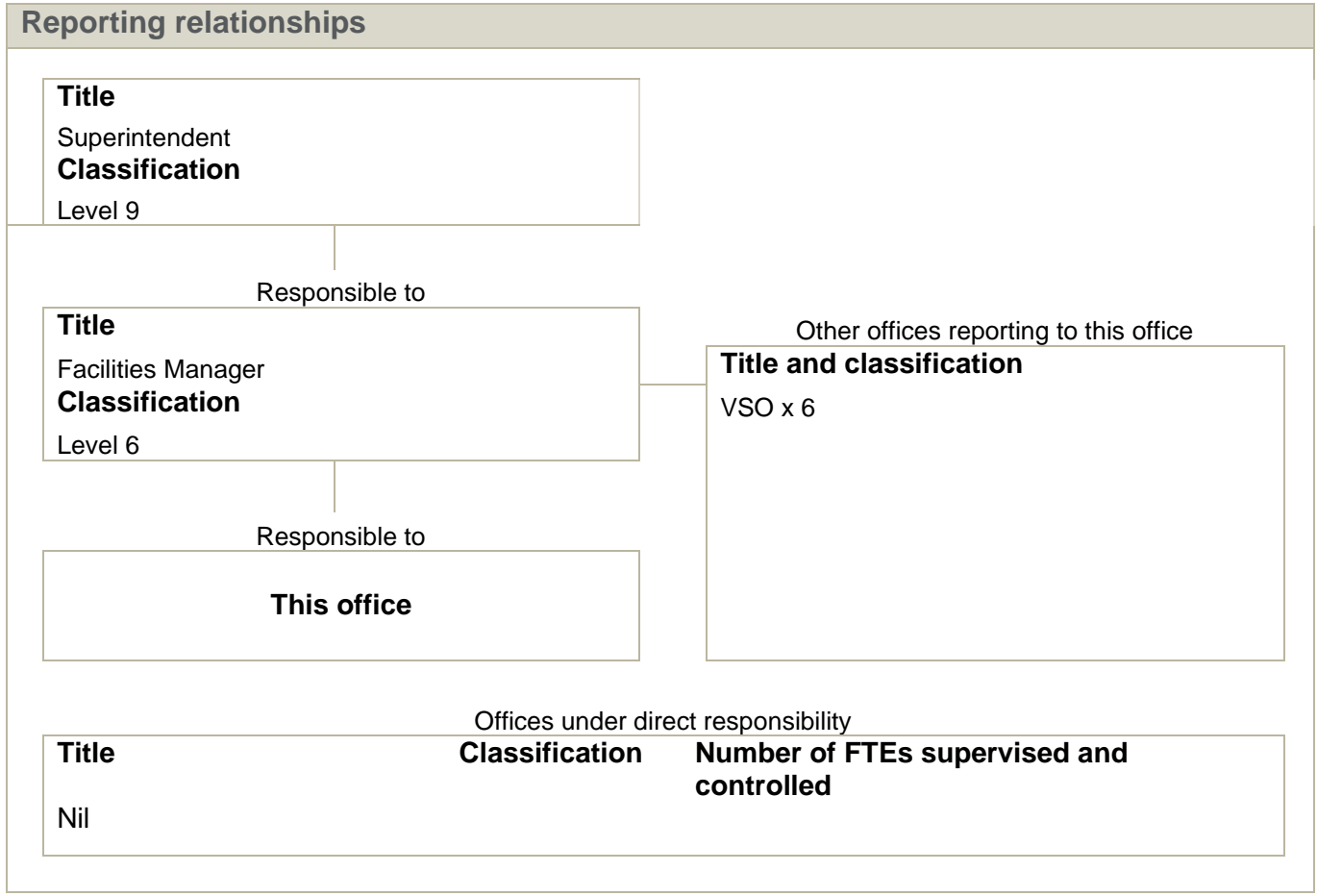
### **Pre- Appointment Requirements**

Please note the following additional pre-appointment requirements to comply with the *Prisons Act 1981* and Prisons Regulations 1982 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 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> Greenough Regional Prison, Lot 214 Edward Road, NARNGULU
<b>Accommodation</b> 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	26/11/2021