



# Job Description Form

## Generic Senior Community Corrections Officer

### Adult Community Corrections

#### Position details

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Classification Level: 5

Award/Agreement: PSA 1992 / Public Service CSA Agreement  
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Corrective Services Division, Offender Services Directorate, Adult  
Community Corrections

Physical Location: Various (Metropolitan or Regional)

#### Reporting relationships

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Responsible to: Team Leader - Level 6

**This position: Generic, Senior Community Corrections Officer - Level 5**

Direct reports: Nil

#### Overview of the position

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The Adult Community Corrections (ACC) Branch plays a key role in the achievement of the Department's Strategic Platforms by providing essential services and legislative compliance. The ACC Branch ensures that adult offenders are provided with programs (certified by Rehabilitation and Reintegration Branch) that improve life skills, address their offending behaviour, improve their educational and work skills, maintain family links and prepare for re-integration on their release. The ACC Branch ensures that each community corrections facility has the necessary resources, service specifications and legislative information to effectively manage daily operations. The ACC Branch will maintain a broad focus across the community corrections estate to ensure that service delivery is consistent, culturally competent and based on empirical evidence.

The Senior Community Corrections Officer (SCCO) reports to the Team Leader and operates as part of the Branch case management team with responsibility for case management of offenders or defendants (in accordance with Orders and appropriate standards) who present a greater degree of complexity and/or potential harm to the safety of the community.

The offender groups that fall under the supervision of the centres are summarised as:

- Offenders servicing Community Based Orders including High Risk Serious Offenders;
- Offenders completing custodial sentences under community supervision; and
- Offenders on ACC managed Bail for an offence.

### **Job description**

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As part of the ACC team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation;
- Work to improve communication and model integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate;
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Department's interest on committees and working groups as required.

### **Role specific responsibilities**

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- Provide assessments and manage offenders or defendants who present a greater degree of complexity and/or potential harm to the safety of the community as required.
- Provide written and verbal advice on Bail, sentencing, releasing authorities and external agencies.
- Undertake screening and assessment of offenders to determine risk and develop viable intervention plans;
- Provide a consultancy role to Community Corrections Officers (CCO) in areas of specialisation and co-work with the CCO in relation to specific cases and areas of specialisation; provides operational support to CCOs and Assistant CCOs where required.
- Maintain culturally appropriate work practices when working with Aboriginal people and other cultural groups.
- Provide offenders with guidance and encouragement to address offending behaviour, to comply with the requirements of their order and to be accountable for their own actions.
- Provide advice and support to the case management team when an offender moves from community to custody and contributes to pre-release planning.

- Under the direction of the Team Leader allocates, reviews and endorses reports, cases, associated activities, monitors standards of work produced and recommends remedial action.
- Work collaboratively and liaise with other agencies, divisions, stakeholders and communities in relation to allocated offenders and defendants; identify appropriate programs and services for Community Based Offenders, and where appropriate facilitate or co-facilitate program / intervention delivery.
- Provide Bail coordination services to defendants, working with families and Courts as required.
- Understands and applies the “Adult Community Corrections Philosophy”, the provisions of relevant legislation, policy and procedures respectively to adult offenders/defendants and departmental staff;
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### **Job related requirements**

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In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

#### **Shapes and Manages Strategy**

The ability to; understand the Department’s objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

#### **Achieve Results**

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

#### **Builds Productive Relationships**

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

#### **Exemplifies Personal Integrity and Self-Awareness**

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them and, seek guidance and advice when required. Engage with

risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

### **Communicates and Influences Effectively**

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

### **Role Specific Criteria**

- Demonstrated knowledge or experience working with adult offenders in community based settings.
- Knowledge and understanding of legislation and best practice relating to the management of offenders and defendants in the community.

### **Special requirements/equipment**

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To facilitate community contacts including Courts:

- All SCCOs must hold a current and valid 'C' or 'C-A' class driver's licence or equivalent.

When working in a centre/branch that services regional areas, (although these requirements may be applicable to metropolitan based positions that service regional areas) every ACC SCCO:

- Is required to be away from home for periods of time.
- Is required to drive vehicles (including 4WD).
- Is required to travel via airplane including light aircraft.

### **Certification**

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The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Assistant Commissioner ACC

Signature: \_\_\_\_\_ Date: 16 July 2021

HR certification date: 16 July 2021