

# Job Description Form

## Department of Justice purpose

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

<b>Position title</b> Escort Officer – Infrastructure		<b>Position number</b> Generic
<b>Award/Agreement</b> Prison Officers' Industrial Agreement	<b>Special conditions</b> N/A	<b>Classification level</b> VSO2
<b>Division</b> Corporate Services	<b>Directorate</b> Procurement, Infrastructure and Contracts	<b>Branch</b> Infrastructure Development / Infrastructure Maintenance

## Divisional purpose

The Corporate Services Division contributes to the Department's mission, purpose, and key result areas by bringing together whole of government policies, standards, and frameworks with justice service delivery objectives through the provision of essential human resource, finance, infrastructure, procurement, project, knowledge management and information technology, functions and advice.

## Reporting relationships

Responsible to:	Designated line manager
<b>This position:</b>	<b>Generic – VSO2 – Escort Officer – Infrastructure</b>
Direct reports:	None

## Overview of the position

The Directorate provides a range of strategic, tactical, and administrative services relating to procurement, infrastructure, contract, and asset management. This includes the strategic asset planning process to meet Department wide strategic and operational requirements and manages the ongoing maintenance and infrastructure upgrade program for the Department's owned and leased facilities.

The Escort Officer - Infrastructure is responsible for the security of construction sites at prison premises; facilitating the entry, exit and escort of all visitors and their equipment while conducting security checks in accordance with prison operations.

## Employee responsibilities

Employees will:

- Demonstrate a commitment to adhere to the Department's Code of Conduct, Code of Ethics and Equal Employment Opportunity legislation
- Communicate constructively and build relationships; model integrity and respect; understand individual differences and diversity in all interactions; act professionally and acknowledge mistakes
- Comply with and work within the *Prisons Act 1981*, Prisons Regulations 1982, custodial operational instruments and departmental policies and procedures
- Comply with and work within approved and established Work Health and Safety Regulations 2022 (WHS) together with security procedures
- Drive and support organisational change and continuous improvement by actively contributing to achieve the Department's vision, mission and priorities
- Support cultural and management reforms within the Department.

## Role specific responsibilities

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### Escort operations

- Positively identify all contractors and visitors prior to permitting entry or exit from the prison and/or construction site.
- Register movements on the in-house computer system upon entry and exit from the prison and/or construction site.
- Escort all contractors, visitors and vehicles within the prison and/or construction site as required.
- Work collaboratively with prison management and infrastructure project teams to ensure outcomes are achieved.

### Information and knowledge management

- Uphold confidentiality and security in relation to Departmental records.
- Maintain appropriate systems and records to track production or service delivery for the work area.
- Prepare correspondence and various reports for the industry or service area.

### Policy and procedures

- Comply and work within approved and established WHS Regulations and procedures.
- Comply and work within approved and established security and emergency procedures.
- Follow Standing Orders, workplace policies and procedures within the Prison to achieve tasks.
- Report gaps in implementation of policy and procedures at operational level.

### Resource management

- Ensure physical resources, such as contractor's tool and other equipment, are managed efficiently and stored safely and appropriately.
- Use available resources effectively and positively to achieve outcomes.

### Security

- Search all vehicles, contractors and visitors entering or exiting the prison and/or construction site in accordance with the *Prisons Act 1981*.
- Conduct security checks of the construction site and physical surrounds on a daily basis.
- Report any unusual occurrences or matters concerning security to the Senior Officer or Security Manager.
- Work collaboratively with prison management and staff to ensure the effective safety of the prison and/or construction site.

### Other duties

- Other duties, as required, within the limits of the occupants' skill base, competency and training.

Job related requirements (selection criteria)	Context within which the requirements will be applied and/or general standard expected
1. Security knowledge	Demonstrated experience and/or knowledge of maintaining the security of a location via site checks, searches, and escorting visitors in, out and around a site. The ability to understand and interpret established security protocols and procedures.
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. 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.
5. 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.

**Note:** When applying for vacant positions, applicants are required to address the job related requirements in the left-hand column only. The context and standards only provide general guidelines within which the job related requirements will be applied to the role specific responsibilities.

## Special requirements, licenses and accreditations

- Be willing to undertake training applicable to the role through the Department's Training Academy and/or on-site induction.
- Possess a current valid manual class "C" motor vehicle driving licence.
- Possess a current valid Provide First Aid (HLTAID003) accreditation (or equivalent eg Senior First Aid) received from an accredited training provider with a minimum of 12 months validity remaining.
- Possess a current valid Construction Induction Training accreditation (White Card).

## Pre-appointment conditions

To comply with the *Prisons Act 1981* and Prisons Regulations 1982, applicants must:

- Complete an Employment Profile Assessment as determined by the Department
- Receive clearance through a National Criminal History Record check and Integrity assessment.

## Certification

### Delegated Authority

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

Name: Sandy Kerr Title: Executive Director Corp Services

Signature: 2019 VSO Generic JDF Review Project Date: 14 / 01 / 2022

**HR Certification** Job description form effective date: 01 / 09 / 2022