



Job Description Form

Department of Justice Purpose

To provide a safe, secure and decent corrective services which contribute to community safety and reduced offenders' involvement in the justice system.

Position Title Industries Coordinator		
Effective Date November 2010	Position Number 011319	Level Level 5
Division Corrective Services	Directorate Custodial Operations	Branch Wooroloo Prison Farm

Divisional Outcomes

Reduce re-offending; protect the community and direct offenders towards the adoption of law-abiding lifestyles.

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

Wooroloo Prison Farm is a minimum-security prison located 56km north east of Perth. Wooroloo Prison Farm functions as a pre-release centre that encourages its male offenders to be appropriately prepared for their return to the community as responsible citizens. This facility is undergoing significant changes to the facilities and staffing levels.

This position directs controls and administers industries and prisoner employment functions at Wooroloo Prison Farm to ensure consistency with legislative requirements and Departmental policies. Ensures occupational, health and welfare standards are met in the prison industries.

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Responsibilities of this Position

Security and Control

Liaises with Security on matters pertaining to Industries, including TOMS data entry, reporting and monitoring are completed by Industries staff.

Monitors behaviour of prisoners at work.

Ensures Incident reports are completed by Industries staff.

Health and well being of prisoners

Ensures that operational, health and welfare standards are met in the prison industry.

Providing rehabilitation and training to reduce re-offending

Participates in activities to maximise the attendance of prisoners employed in Prison Industries and Skills Development programs.

Maintain the prisoner gratuity profile and industry effectiveness benchmarks.

Liaises with and advises the Superintendent on all matters in relation to prisoner employment activities within the Prison and ensures Department objectives are met.

Reparation to the community

Ensures the employment component of the prisoners constructive day is met.

General

Coordinates the human and financial resources required to ensure prisoner employment activities are met.

Conducts appraisals of Industrial Officers in accordance with the Department's Performance Appraisal process.

Investigates and responds to Ombudsman and Ministerial enquiries relative to this position.

As a member of the Wooroloo Prison Management Team, contributes to the management of the Prison in order to achieve prison outputs.

Represents Wooroloo Prison on appropriate committees and at internal and external forums.

Develops relationships and liaises and communicates with internal and external stakeholders, including the procurement of community agreements, partnerships and work related contracts.

Seeks diverse industry opportunities.

Procure funding, grants and volunteer services to work related to Industries.

Contributes to the development of strategic, operational and business plans for Wooroloo Prison.

Cultural Change

Contributes to a positive and innovative organisational culture within the Prison that is responsive to change.

Contributes to the ongoing development of strategic initiatives to implement changes in work practice and ensure best practice in the area of prisoner management.

Continuous Improvement

Continuously improves services provided by the Prison. Ongoing evaluation of opportunities to utilise financial and physical resources more efficiently. Seeks opportunity for service and productivity improvements through effective change strategies.

Ensures the continued training of Industries staff.

Seeks opportunities for improved sustainability within the prison and farm.

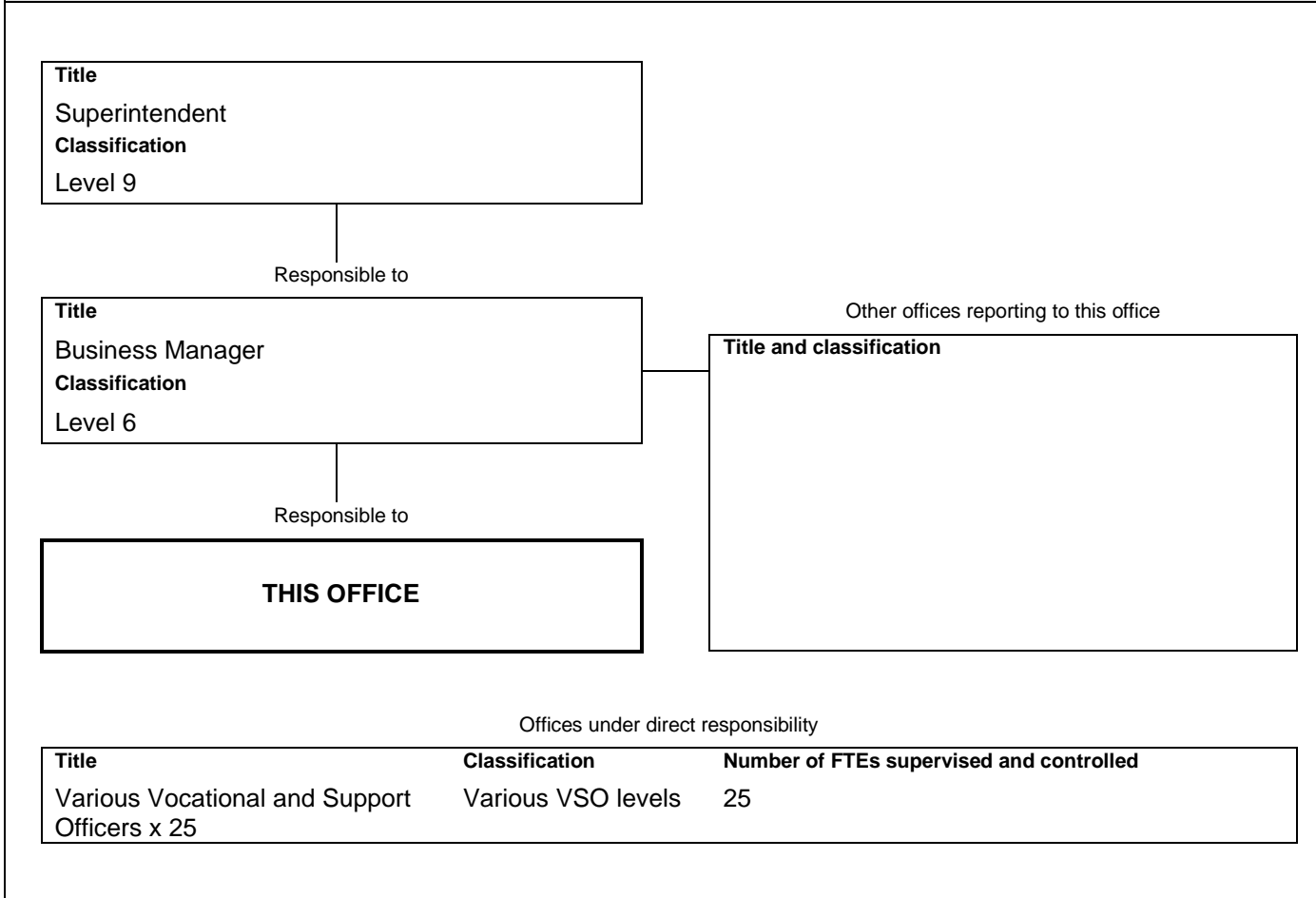
Ensures continuing probity with audits / records of all charitable and section 95 work.

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Work Related Requirements (Selection Criteria)	Context Within Which Criteria Will Be Applied And/Or General Standard Expected
<u>ESSENTIAL</u>	
1. Tertiary qualifications <u>OR</u> commensurate relevant experience.	Business, Industry management or related discipline
2. Monitoring and reporting.	The ability to monitor and report the effective use of resources towards the achievement of outcomes and in compliance with policies and standards.
3. Highly developed written, oral and interpersonal communication.	Effectively liaising with a broad range of stakeholders both orally and in writing. Working professionally with others in a team environment.
4. Resource Management.	The ability to manage human, financial and physical resources effectively to achieve outcomes.
5. Interpretation.	The ability to interpret and apply legislation (eg: OSH and EEO).
6. Conceptual and analytical.	The ability to develop effective solutions to identified problems to achieve positive outcomes, including the ability to have a vision of the consequences of actions and take a longer term perspective.
7. Cultural awareness.	Understanding of cultural and social issues, including those relevant to Aboriginal people.
<u>DESIRABLE</u>	
1. Knowledge of modern manufacturing processes management.	
2. Computer skills.	Utilising programs and applications for word processing, data entry and spreadsheets.
3. Current First Aid accreditation.	
(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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Reporting Relationships



Location and Accommodation

Location Wooroloo
Accommodation 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	