



# Job Description Form

## 012066 Assistant Superintendent Women's Services

### Boronia Pre-release Centre for Women

#### Position details

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Classification Level: 6

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement 2019  
(and subsequent agreements)

Position Status: Permanent

Organisation Unit: Corrective Services, Women and Young People

Physical Location: Boronia Pre-release Centre for Women

#### Reporting relationships

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Responsible to: 003397 Superintendent - Level 9

**This position: 012066 Assistant Superintendent Women's Services - Level 6**

Direct reports: Various

#### Overview of the position

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The Women and Young People Directorate is responsible for the end-to-end case management and through care of women prisoners and young detainees based on a trauma-informed model of care that considers culture, gender, and youth specific responses to those in custody and the community.

The Assistant Superintendent Women's Services is responsible for contributing significantly to the senior management of the Centre and undertaking activities within and external to the Centre, including chairing various committees and managing various portfolios as directed by the Superintendent. The position is responsible for supporting the delivery of offender services by other Divisions of the Department and external providers.

The Assistant Superintendent Women's Services will work collaboratively to deliver all targets and service delivery standards for the Centre as part of the Senior Management Team and will contribute significantly to the strategic leadership, direction, and management of the Centre to ensure all statutory and Departmental requirements are met, while promoting teamwork and cooperation within the Centre team to achieve goals and meet performance standards.

## **Job description**

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As part of the Boronia Pre-release Centre for Women team, the successful applicant will be expected to:

- 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 the chain of command 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.
- Represent the Department's interest on committees and working groups as required.

## **Role specific responsibilities**

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- As a member of the senior management team contributes to the identification of emerging issues and the development and implementation of Departmental and local policies, practices, procedures, and initiatives.
- Assists with the coordination of assessment and case management operations and ensures the effective administration of authorised absences and prisoner orientation. Ensures compliance with Departmental policies and standards.
- Manages, develops, and reviews Centre regimes and constructive day activities. Contributes to the development and review of prison regimes and constructive day activities.
- Provides leadership and improvement in Centre procedures aligned with legislation requirements, particularly in the areas of constructive activity, Section 95 programs, and re-entry services.
- Implements policy and programs to facilitate the successful reintegration of prisoners through re-entry and pre-release employment. Monitors outputs and processes of the Transitional Manager in relation to prisoner re-integration and re-entry services.
- Oversees the delivery of, recreation, library, external activities, chaplaincy services and self-development programs. Ensures optimum prisoner participation in prison industries and education. Liaises with Offender Services staff in relation to the management of rehabilitation programs.
- Establishes and maintains collaborative and cooperative internal and external stakeholder relationships to ensure the development and continuation of constructive Section 95 programs. Identifies and evaluates opportunities to develop and improve services in relation to prisoners' participation in constructive activities.

- Ensures the timely assessment and approval of Section 95 and Prisoner Employment Program, prisoner placement applications and activities.
- Implements, coordinates, and monitors the Performance Appraisal and Development System (PADS) for subordinate staff and reports on the assessment tools and individual development plans.
- Contributes to overall prison management by reporting using benchmarking and performance indicators and striving for continuous improvement in operations and the services provided.
- Undertakes self-auditing and examinations of service delivery and operational processes of the position's functions and provides peer auditing as required.
- Ensures the development/management of agreements and contracts for the provision of Non-Government Organisations' human services by way of overseeing, facilitating, and supporting the Transitional Manager within the Centre. Ensures the effective delivery of the Aboriginal Visitors Scheme (AVS).
- Interacts and consults with individuals and groups to progress issues of priority in relation to the management of services for female prisoners/ female prisoners with resident children, if applicable.
- Leads, develops, promotes, and maintains cultural change and awareness ensuring that employees respect and understand cultural groups, including the Aboriginal culture, society, and obligations.
- Ensures the provision of services to cultural groups is effective and culturally appropriate and undertakes regular reviews of service delivery.
- Contributes to the management of the Centre to achieve outputs. Represents the Centre on appropriate committees and at internal and external forums. Develops relationships and liaises and communicates with stakeholders. Contributes to the development of strategic, operational, and business plans for the Centre.
- 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 roles 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, scan the environment to monitor priorities and keep self and other stakeholders informed on critical factors and issues, think laterally, be innovative, identify and work collaboratively to overcome challenges and implement reform program initiatives are important for this role.

## **Achieve Results**

The ability to; evaluate project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, deal positively with uncertainty and cope in a changing environment, able to determine appropriate actions despite a lack of clarity, a focus on quality, adherence to current procedures and managing projects to completion within a set timeframe are fundamental to this role.

## **Builds Productive Relationships**

The capacity to network effectively to build and sustain relationships with key stakeholders, team members and other staff in the agency, to actively listen to staff, colleagues and stakeholders involved in the reform program and encourage engagement and contribution to the process is a requirement for this role.

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

A demonstrated; high level of personal commitment to integrity, professionalism, probity, and personal development; adherence to the Code of Conduct; ability to constructively challenge issues, discuss alternatives to progress issues, meet objectives, follow up to finalise work, maintain a positive outlook. Engage with risk by providing impartial and clear advice, constructively challenging issues and proposing solutions. Actively identifies potential risk issues and reports to management.

## **Communicates and Influences Effectively**

A demonstrated ability to present messages confidently and persuasively and to successfully listen, understand, and adapt to a range of audiences is a requirement for this role.

## **Role Specific Criteria**

- Knowledge and understanding of contemporary practices and principles that apply to administrative procedures in custodial services.
- Knowledge and understanding of contemporary standards in the delivery of prisoner education, prisoner employment services and/or rehabilitative programs.
- The ability to interpret and apply legislation that applies to operational procedures in a custodial environment.
- Knowledge and understanding of contemporary issues and best practice specific to the management of female offenders in custody.
- Understanding of Occupational Safety and Health and Equal Employment Opportunity legislation.

## **Special requirements/equipment**

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Nil

## **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.

Superintendent

Signature: \_\_\_\_\_ Date: 22 May 2023

HR certification date: June 2023