



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.

Position title Prison Officer	Position number Generic	
Award/Agreement Prison Officers' Industrial Agreement	Special conditions N/A	Classification level
Division Corrective Services	Directorate Operational Support	Branch Special Operations Group

Divisional purpose

The Corrective Services division is accountable for providing support to the justice system and the community of Western Australia by ensuring the security and safety of detainees and prisoners as well as prisoners on community-based orders, with a focus on rehabilitation.

Reporting relationships

Responsible to: Designated line manager
This position: **Generic – Prison Officer**

Overview of the position

The Special Operations Group (SOG) provides specialist 24/7 armed emergency response and security support services for all correctional facilities within the State. SOG also provides surveillance and intelligence gathering, high-security escorts, specialist training and exercising.

The Prison Officer (SOG) contributes to the safe, secure and efficient operation of the SOG, custody of offenders and duty of care to prisoners and staff, reparation to the community and reduction in re-offending.

The Prison Officer (SOG) is required to act as a role model for Prison Officers and motivate and encourage them to amend their behaviours in line with the Department's aim to increase community safety.

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 Occupational Safety and Health Regulations 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

Security and Response

- Contributes to the planning and conduct of specialist security and response support to correctional facilities across the State.
- Performs armed perimeter security and response for designated prisons.
- Conducts searches of individuals, environment and property.
- Conducts various security tasks including High Security Escorts, High Profile Patrols, searches, surveillance and other response roles.
- Contributes to and provides technical input into security or risk reviews.
- Uses appropriate strategies to respond to, contain and resolve emergency situations.

Information and knowledge management

- Upholds confidentiality and security in relation to Departmental records.
- Coordinates, updates and maintains appropriate systems on prisoner records.
- Prepares correspondence and various reports on information from individuals and groups on identified prisoner management issues, as directed.

Managing prisoners

- Responsible for the coordination, instruction and control of prisoners under their supervision.
- Encourages and supports prisoners to assist them to gain knowledge, skills and abilities to reduce re-offending and develop skills to re-enter the community.
- Participates in the assessment, review and implementation of effective prisoner management.
- Monitors and responds to the needs and concerns of prisoners, including health, safety, and welfare.
- Identifies and manages at-risk prisoners and manages violent prisoners.
- Uses appropriate conflict resolution and intervention strategies.
- Undertakes the management of prisoners in a just and humane manner in keeping with prevailing community standards, having due regard to, harassment and discrimination against prisoners.
- Ensures the custody of prisoners is in accordance with the requirements for the good order of the prison.
- Reports any unusual occurrence and matters concerning security to the Disciplinary Officer.

Policy and procedures

- Complies and works within approved and established Work Health and Safety Regulations and procedures.
- Complies and works within approved and established security and emergency procedures.
- Implements and follows Standing Orders, workplace policies and procedures within the Prison to achieve tasks.
- Identifies and reports gaps in implementation of policy and procedures at operational level.

Working with Aboriginal and culturally diverse prisoners

- Demonstrates a broad understanding of the health, social and cultural issues surrounding Aboriginal imprisonment and those from a culturally diverse background.
- Works and communicates effectively with Aboriginal people, communities and organisations on traditional and contemporary cultural and social issues.

Working with women in custody (when posted to a prison in which women are imprisoned)

- Contributes to the effective management of women in custody while under their care and supervision.
- Shows commitment to the implementation of policies and procedures specific to working with women in custody.

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. Computer Skills	A comprehensive understanding of computer applications such as spreadsheets, databases, document writing and emails. The ability to learn in-house computer systems.
2. Cultural awareness	Ability to understand, contribute to and work with people with gender, cultural and social differences, particularly those relevant to minority groups, non-English speaking backgrounds and Aboriginal people.
3. Information and Knowledge Management	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.
4. Communication and 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. The ability to negotiate confidently and discuss issues thoughtfully.
5. Teamwork	Develop, maintain, and participate in work groups to achieve positive outcomes. Working professionally with others in a team environment.
6. Organisation and resource management	Experience of maintaining the safety and security of individuals and/or groups within guidelines and frameworks while undertaking assigned duties and/or complying with orders. The ability to think strategically, multitask and manage situations with available resources.
7. Problem solving	The ability to show judgement, intelligence and common sense while recognising and acting in a timely manner when problems arise. Able to identify risks, develop meaningful solutions and manage complex issues such as conflict and critical incidents.
8. Job-Related Readiness Standards	Comply with the SOG job related fitness standard and maintain current competency/proficiency across a range of SOG work environments, roles and tasks. SOG Officers are required to maintain individual readiness (IR) as part of their employment obligation. Includes the maintenance of a range of components including availability, competency/proficiency and fitness, to required standards.
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

- To be considered for assessment as a Prison Officer (SOG), applicants are required to address all eligibility requirements as detailed in the advertisement and/or application package.
- All SOG Officers must successfully complete the SOG Specialist Course.
- Be willing to undertake Specialist Selection training applicable to the role though the Department's Training Academy and Special Operations Group.
- Possess a current Manual 'C' or Automatic 'C-A' class Motor Driver's Licence or equivalent.

- 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.
- May be required to undertake intrastate, interstate, or international travel.

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

This position is identified under Section 6 of the *Working with Children (Criminal Record Checking) Act 2004* as Child Related Work:

- Applicants must have a current Working with Children Check to be eligible for appointment to this position.

Certification

Delegated Authority

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

Name: David Jones Title: Assistant Commissioner Security & Response Services

Signature: Date: 22 / 05 / 2022

HR Certification Job description form effective date: 14 / 07 / 2022