



Job Description Form

Department of Justice Purpose

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

Position title Senior Officer	Special conditions	
Effective date February 2020	Position number Generic	Level Senior Officer
Division Corrective Services	Directorate Generic	Branch Various

Divisional Outcomes

The Corrective Services Division is responsible for detention facilities, prisoner management programs that provide support and rehabilitation to adults who have offended, and the management of offenders in the community through probation and parole services. All these elements have a direct impact on the provision of corrective services provided by the Department; with the primary objective being to reduce offending, thereby protecting the community and guiding offenders towards a law abiding lifestyle. The role has primary accountability to fulfil obligations specified in corrective services legislation, and will consider staff welfare and community expectations, in particular victim concerns, in the achievement of key objectives.

Directorate Outputs

Responsible for the security and safe management of adult offenders in prisons throughout Western Australia.

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

The Senior Officer leads teams in the safe, secure and efficient operation of the prison and custody of offenders, duty of care (to prisoners and staff), reparation to the community and reduction in re-offending. The Senior Officer manages staff and resources to achieve identified outcomes; demonstrates and models expertise in the skills of the Prison Officer role; is self-developing; and takes responsibility for the ongoing development and monitoring of staff performance.

The Senior Officer models and ensures the implementation of Department of Justices' policy as it relates to prisoners in custody. Senior Officers are part of the management team, act as role models, lead and facilitate strategies to motivate both staff and prisoners, and encourage prisoners to amend their behaviours in line with community expectations. This can impact on how successfully prisoners assimilate into the mainstream community after release.

Senior Officers may be required to act in senior positions, manage projects and contribute to

strategic planning when required.

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Responsibilities of this position

Leadership

Provides leadership and support to achieve the outcomes of the teams under control.
Manages emergency situations.

Offender Management

Ensures custody of prisoners is maintained.
Ensures accurate assessment of needs and evaluates effectiveness of services and programs.
Oversees the day-to-day management of prisoners, including contact with visitors and community groups.
Ensures and responds to the needs and concerns of prisoners including their health, safety, welfare and security.
Ensures and responds to the behaviour of prisoners and treats prisoners in a manner suited to their culture.
Uses appropriate strategies to respond to, contain incidents and deal with emergency situations.
Manages violent prisoners and implements emergency management techniques when necessary.
Identifies and manages at-risk prisoners.
Ensures searches of individuals, environment and property are maintained.

Workplace Relationships

Ensures effective communication within and outside the team through appropriate communication strategies and systems and in liaison with internal/external parties, including prisoners, visitors and community groups.
Represents and promotes the organisation and influences, liaises and negotiates with individuals and groups to achieve outcomes.
Participates constructively and positively within multi-disciplinary workplace teams which include community, volunteers and other service providers to achieve tasks.
Develops and maintains a cooperative work group through the provision of leadership, direction and guidance.

People Management

Monitors the performance of Prison Officers in the daily performance of their duties.
Provides direction and motivation to the team and manages conflict as it arises.
Fosters mutual trust and respect and ensures a balanced workforce composition to reflect diversity and facilitate responsive service delivery.
Plans and schedules daily work activities ensuring compliance with standards in order to maintain the good order and appearance of the prison.
Responsible for goal setting, delegation of duties, staff development, welfare and the induction of new staff.
Acts as a positive role model to Prison staff.
Implements, coordinates and monitors the Performance Appraisal and Development System (PADS) for subordinate staff and reports on the assessment tools and individual development plans.

Continuous Improvement

Contributes to and supports the Prison's performance, as well as, changes to the operation of the Prison and the Department.
Develops and implements strategies to build a positive and innovative workplace culture including,

but not restricted to, adherence to the Department's Bullying in the Workplace Policy and Procedures.
 Identifies and acts upon opportunities to increase workplace efficiency and effectiveness.
 Actively seeks opportunities to develop own skills and knowledge.
 Contributes to the development of operational policy and addresses gaps in implementation.

Planning

Contributes to business and operational plans for the team including collating statistics to inform the planning process.
 Implements operational plans by planning and allocating workloads and resources.
 Undertakes risk management, by identifying and planning for the resolution of issues and problems with risk allocation and use to protect the Department.

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Responsibilities of this Position (Continued)

Resource Management

Manages resources, including assets, facilities, procurement, technology and systems for teams under control.

Information and Knowledge Management

Monitors and shares information and knowledge ensuring security and confidentiality.
 Works within and ensures compliance with relevant legislation, and Departmental policies and procedures.
 Establishes, maintains and evaluates the framework and related policies, procedures and programs for the occupational safety and health system in the Prison.
 Develops/maintains own knowledge of the Department, Prison and the local environment.

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)

Facilitates the effective management of women in custody within a case management and dynamic security model.
 Encourages and supports women in custody in developing skills to re-enter the community participation in formal and informal programs related to personal development, care and well-being, parenting and family responsibilities and community involvement and reparation. Includes facilitating contact with children, family, visitors, community groups, service providers and volunteers.
 Shows commitment to the implementation of policies and procedures specific to working with women in custody.

Ethical Behaviour

Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.

Equity, Diversity and Occupational Safety and Health

Applies and promotes the principles of equity, diversity, occupational safety and health in the workplace and behaves and manages staff in accordance with relevant standards, values and policies.

Other

Other duties as directed.

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
1. Staff management, team building and maintaining relationships	Managing staff including monitoring staff performance, providing effective feedback both formally and informally, staff development, delegation of activities and team building. Establishing and maintaining effective workplace relationships and networks to achieve positive results. Acting as the key link between the executive team, staff and prisoners. Effectively addressing workplace bullying and having a comprehensive understanding of relevant Equal Employment Opportunity and Occupational Health and Safety policies, procedures and practices.
2. Resource management	Managing resources to meet the operational needs of the unit, including effective planning of personal and the team's daily work activities and ensuring resources needed are available.
3. Communication and interpersonal skills	Utilising effective written, oral and interpersonal communication skills. Explaining complicated or difficult information to others and putting forward the views of staff/prisoners to more senior staff using a range of communication methods and adjusting the communication style and method to suit the needs of the audience. Working and communicating effectively with people from diverse backgrounds and with different needs including Aboriginal people, communities and organisations on traditional and contemporary cultural and social issues.
4. Continuous improvement	Identifying, supporting and implementing change in the workplace to improve individual, Prison and Departmental operations. Putting forward ideas or making changes to do things more effectively and/or efficiently.
5. Knowledge	Possessing knowledge of the health, social and cultural issues, and current policies and procedures, surrounding the management of women, Aboriginal and culturally diverse people in a custodial environment. Possessing a sound knowledge of legislative and other requirements within the criminal justice system
6. Ethical Behaviour	Demonstrating and managing ethical behaviour in accordance with relevant standards, values and policies.

N.B. It is a requirement that successful applicants undertake the necessary mandatory training, promotion courses and relevant assessment as prescribed by the Department, within a two year period of being appointed to a Senior Officer position.

Pre- Appointment Requirements

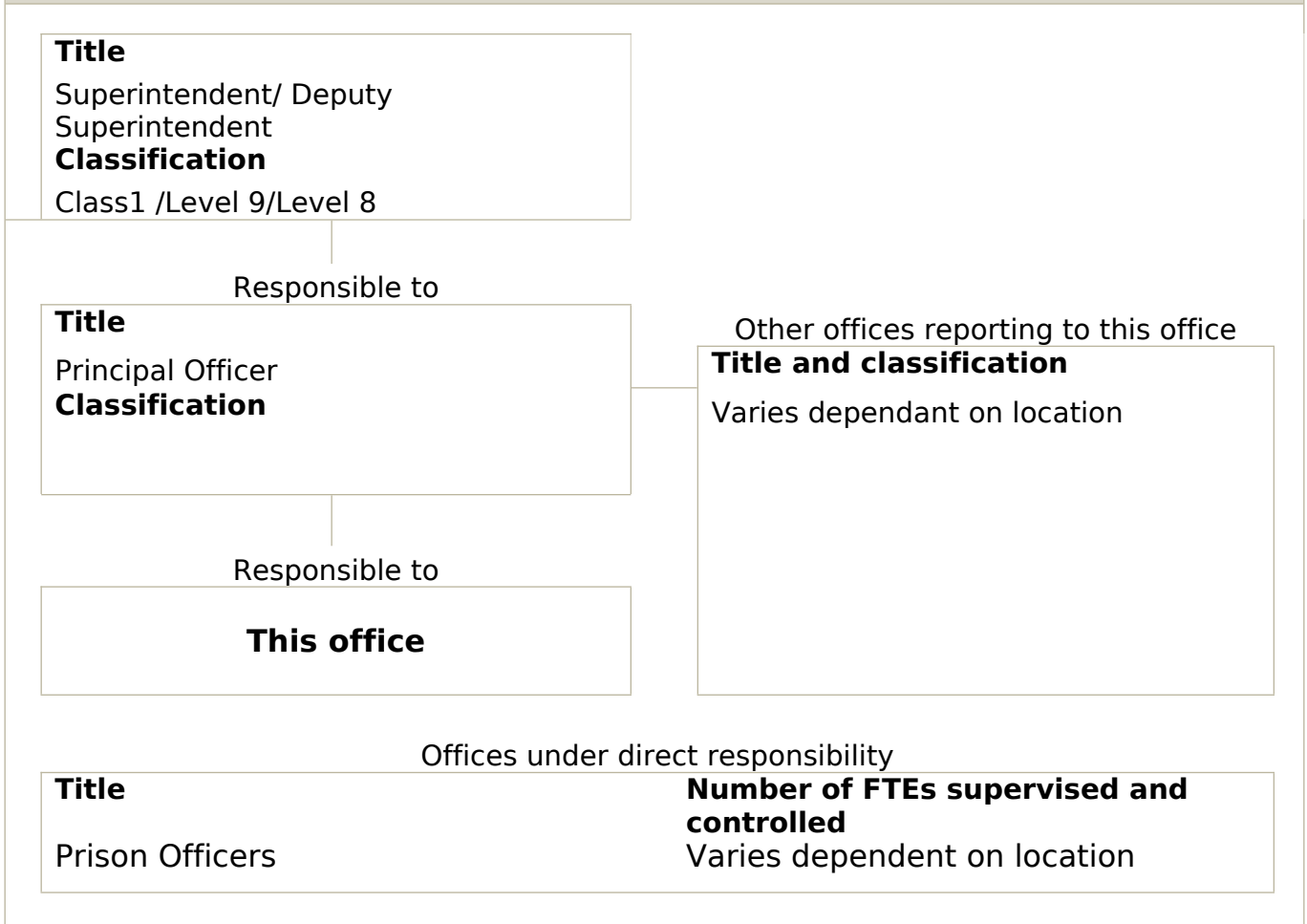
Please note the following additional pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental policy and procedures. A successful applicant must:

- Complete the Employment Profile Assessment as determined by the Department;
- Receive a clearance through a National Criminal History check and the Departmental integrity assessment;
- Possess a current 'C' class motor vehicle driver's licence.
- Possess a valid Senior First Aid qualification (or equivalent) received from an accredited training provider and;
- Be willing to undertake training applicable to the role through Department's Training Academy.

(Note: When applying for vacant positions, applicants are required to address the Work Related Requirements (Selection Criteria) 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 Various
Accommodation

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	/ /