



Job Description Form

017237 Industries and WHS Manager

Pardelup Prison Farm

Position details

Classification Level: 5

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

Position Status: Permanent

Organisation Unit: Adult Justice Services, Pardelup Prison Farm

Physical Location: Mount Barker, WA

Reporting relationships

Responsible to: 010396 Business Manager - Level 6

This position: 017237 Industries and WHS Manager - Level 5

Direct reports:

- VSO Kitchen x 2
- VSO Gardens x 3
- VSO Maintenance
- VSO Industries Relief
- VSO Mechanical / Metal Shop
- VSO Section 95 x 2
- VSO Recreation

Overview of the position

Pardelup Prison is a minimum-security prison situated approximately 27km west of Mount Barker. The farm is a 6,300-acre breeding property which supports and promotes the philosophy of a community reintegration facility for prisoners, combining three elements: the strong community focus of a work camp, the structured custodial environment of a traditional prison and the emphasis on reintegration that will be an increasingly important feature of all prisons in the future.

The Industries and Work Health and Safety (WHS) Manager develops, coordinates, and implements contemporary practices and procedures for work health and safety in accordance with legislation, conditions and standards required by the Department of Justice and WorkSafe WA. The role will be

responsible for ensuring on site WHS compliance by staff, prisoners and contractors and will identify and carry out risk management assessments within the prison as required.

In addition, the Industries and WHS Manager directs, controls, and administers prison industries and prisoner employment functions at Pardelup Prison Farm to maximise meaningful and productive prisoner employment.

Job description

As part of the Pardelup Prison Farm 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

- Contributes to the management of the Prison to achieve prison outputs. Contributes to the development of strategic, operational, and business plans for Pardelup Prison Farm.
- Provides an integrated safety and health service specifically in respect to policy development, safe working procedures, training, and education. Develops, implements, and coordinates the local WHS strategy, systems, and procedures to facilitate the implementation of consistent departmental WHS management systems at the site.
- Coordinates and provides advice to safety and health representatives and management; and provides information around safety and health issues including employee wellbeing, hazard identification, management and risk analysis. Assists management, staff, visitors, and contractors in continuous improvement of local WHS practices.
- Undertakes WHS systems audits and inspections of workplaces for the identification of real and potential hazards and develops risk management strategies for management consideration.
- Coordinates WHS related training and education seminars as necessary.
- Initiates and manages WHS projects, develops project plans and coordinates relevant resources to ensure delivery of agreed project

outcomes. Develops risk management strategies to minimise the Department's exposure to risk both human and economic. Provides statistical information and reports relating to hazards, injuries, audit outcomes and compliance requirements.

- Coordinates the human and financial resources required to ensure prisoner employment activities are met including completing Industrial Officer appraisals in accordance with the Department's Performance Appraisal process.
- Investigates and responds to relevant Ombudsman and Ministerial enquiries Represents Pardelup Prison Farm on appropriate committees and at internal and external forums.
- 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.
- Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.
- Develops relationships and liaises and communicates with stakeholders.
- Ensures the continued training of Industries staff.
- Maintain the prisoner gratuity profile and industry effectiveness benchmarks
- Seeks opportunity for service and productivity improvements through effective change strategies
- Ensures effective communication within and outside the team through appropriate communication strategies and systems.
- Ensures compliance with legislation within the team and monitors compliance in business areas.

Job related requirements

In the context of the role 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, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

Builds Productive Relationships

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Working knowledge of the *Work Health and Safety Act 2020* and associated legislation; and ability to develop relevant strategic and operational policies and plans.
- Experience in managing, developing, implementing, and evaluating WHS programs and strategies in a high-risk environment including completing workplace audits and inspections to identify and/or mitigate real and potential hazards.
- Undertaking risk management and developing appropriate strategies to mitigate identified risk. Coordinating WHS education and training for a broad audience and within a high-risk working environment.
- The ability to manage a team of people; and financial and physical resources to effectively achieve outcomes.

Special requirements/equipment

- Possess a current 'C' class motor vehicle driver's licence.

Certification

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

Superintendent

Signature:  Date: 28/01/2025

HR certification
date: March 2025