



Job Description Form

Generic **Prisoner Education Coordinator**

Education & Vocational Training Unit

Position details

Classification Level:	1 Specified Callings
Award/Agreement:	PSA 1992 / PSGOGA 2019
Position Status:	Permanent
Organisation Unit:	Corrective Services, Community Corrections, Health & Offender Management
Physical Location:	Various Locations in the metro and regional areas

Reporting relationships

Responsible to:	Prisoner Education Campus Manager - L2SC
This position:	Prisoner Education Coordinator - Level 1SC
Direct reports:	NIL

Overview of the position

The Offender Management Directorate's primary focus is on reducing reoffending, which it will achieve by:

- providing leadership, oversight and support in a holistic and partnership approach across all areas of the Department to embed therapeutic practices;
- elevating the position of rehabilitation and reintegration service delivery, including partnerships with non-government organisations; and
- establishing enhanced Aboriginal services to guide, monitor and provide practical supports.

The Division is the custodian of offender management which incorporates the delivery of evidenced based assessments, strategy and development, rehabilitation programs, education, employment and transitional services, psychological assessment and counselling support, health and sentence management.

The Education and Vocational Training Unit work towards assisting students to acquire, develop, practise and apply the knowledge, skills and attitudes they need now and in the future to take responsible control of their own lives.

The Prisoner Education Coordinator works as a team member to provide a comprehensive education and vocational training service to clients. They assist with educational responsibilities that relate to educational process, including curriculum, teaching, assessing, staff development and industry liaison.

Job description

As part of the Education & Vocational Training 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

- Provides an educational counselling service to clients.
- Undertakes the educational assessment of clients presenting for participation in education and training programs.
- Provides teaching, lecturing and assessment, as appropriate.
- Participates in and contributes to an innovative workplace administration
- Assists the coordination of a comprehensive education and vocational training program, relevant to the needs of the clients.
- Assists budget preparation and expenditure for a prison site.
- Assists the development and maintenance of delivery and assessment resources for education and training services.

- Assists the development and implementation of the site's annual operational plan.
- Supervises and monitors all training and assessment activities to ensure compliance with the Standards for Registered Training Organisations (2015).
- Maintains appropriate course and individual client records.
- Assists in the evaluation of education and vocational training programs policy
- Implements agreed policy at both prison and state level liaison
- Liaises with prison industry personnel to ensure industry based training is maximised.
- Liaises with the Prisoner Education, Campus Manager and prison management regarding client case management and program scheduling.
- Liaises with external education and community agencies regarding program delivery, referral and enhancement of services delivery.
- Demonstrates ethical behaviour in accordance with relevant standards, values and policies.
- Applies the principles of equity, diversity, occupational safety and health in the workplace and behaves 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.

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 reasons for decisions and how they are related to their work, understand the work environment and identify issues that may impact own achievement and contributes to team planning, draw on information from a range of sources and to use common sense to analyse what information is important, anticipate issues that could impact on tasks and identify risks and uncertainties in procedures and tasks are all important for this role.

Achieve Results

The ability to; monitor progress against performance expectations to ensure deadlines are met, communicate outcomes to supervisor, apply and develop

capabilities to meet performance expectations, demonstrate knowledge of new programs, products or services relevant to the position, work to agreed priorities, outcomes and resources and be responsive to changes in requirements are fundamental to this role.

Builds Productive Relationships

The capacity to; build and maintain relationships with team members, other teams, colleagues and clients, share information with team members, seek input from others, contribute to team discussions and ensure that others are kept informed, maintain an awareness of personalities, motivations and diverse qualities, treat people with respect and courtesy and an ability to act on constructive feedback.

Exemplifies Personal Integrity and Self-Awareness

An ability to; listen when own ideas are challenged, provide accurate advice to colleagues and clients and to check and confirm the accuracy of information prior to release, take responsibility for mistakes and learn from them, acknowledge when in the wrong, seek advice and assistance from colleagues and supervisor when uncertain. Engage with risk by providing accurate information, seeking guidance when required and reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; structure messages clearly and succinctly orally and in writing, focus on gaining a clear understanding of others comments by listening and questioning for clarity, check that own views have been understood, listen to differing ideas to develop an understanding of the issues are essential in this role.

Role Specific Criteria

- **Qualifications**

Tertiary qualification - including teaching or equivalent

Certificate IV Training and Assessment (or completes within six months of employment)

- **Experience**

Relevant teaching experience including adult education

- **Knowledge / Skills / Abilities**

Highly developed interpersonal, liaison and negotiating skills appropriate to a challenging multi-disciplinary work environment.

Knowledge of and sensitivity to Indigenous culture, learning styles and needs.

Demonstrated organisational skills.

High standards of verbal and written communication skills.

Current knowledge of adult education theory, practices and trends in VET delivery including Standards for Registered Training Organisations (2015).

- **Ethical Behaviour**

Demonstrated skills in managing ethical behaviour in accordance with relevant standards, values and policies.

- **Equity, Diversity & Occupational Safety and Health**

Knowledge of and experience in application, promotion and modelling of the principles of equity, diversity and OSH in the workplace.

- **Desirable**

Specialist qualifications in relevant field

Experience in Adult Basic Education and/or Adult Indigenous Education

Experience in the provision of education.

Current C class driver's licence.

Special requirements/equipment

Nil

Certification

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

Assistant Commissioner, Offender Management

Signature: _____ Date: _____

HR certification
date: December 2019