



## JOB AND PERSON SPECIFICATION

<b>Title of Position : Education Coordinator</b> <b>Classification : ASO4</b> <b>Location : Adelaide Womens' Prison and Adelaide Pre-Release Centre</b> <b>Reports To : Manager, Offender Services</b>	<b>CORRECTIONAL SERVICES</b> <b>Position No: M28974</b> <b>Division : Community Corrections &amp; Specialist Prisons</b>
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### JOB AND PERSON SPECIFICATION APPROVAL

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**Chief Executive or Delegate**

### JOB SPECIFICATION

#### KEY PURPOSE OF THE POSITION

The Education Coordinator is responsible for ensuring a quality flexible and innovative education service to prisoners accommodated at the Adelaide Women's Prison (AWP) and Adelaide Pre-Release Centre (APC) This position is fundamental in enhancing the rehabilitation prospects for prisoners by planning, coordinating, facilitating and assessing the delivery of vocational and educational programs. The Education Coordinator holds a significant responsibility as a senior, on-site representative of the Prisoner Education and Training Team and liaises with the agency's Registered Training Organisation (RTO), as required.

#### KEY STAKEHOLDER INTERACTION

The position reports to the Manager, Offender Services and is also responsible to the Principal Practitioner Education and Training and the agency's RTO for professional and policy matters relating to vocational and educational training programs.

The incumbent is a member of the Offender Development team and is required to liaise with operational staff, administrative support personnel, external agencies and service providers.

The incumbent liaises with other Education Coordinators throughout the State's correctional system and participates in meetings as required.

The position is responsible for supporting and implementing Prisoner Site Education and Training Plans. The position provides leadership for other staff engaged in vocational education and training activities for prisoners within the institution.

#### BRANCH PROFILE

The AWP and APC are situated within the metropolitan area of Adelaide approximately 10kms north of the Adelaide CBD.

The AWP has facilities and capacity to provide services, education, development and work opportunities for women in prison.

The APC is a low security institution which provides domestic accommodation for a maximum of 104 low security men and women in custody who are working towards their release from the institution, through various pre-release programs, inclusive of education, work and social activities.

**JOB & PERSON SPECIFICATION****SPECIAL CONDITIONS**

- Section 47 of the Public Sector Act 2009 applies in conjunction with other provisions of the act and other applicable industrial entitlements.
- The incumbent is required to satisfactorily complete a National Criminal History Check
- A current South Australian Driver's Licence is essential.
- A flexible approach to working hours is required.
- Some interstate and intrastate travel will be required which may necessitate overnight absences.

**HIGHLIGHTED EMPLOYMENT CONDITIONS**

A requirement to understand, observe, conform and adhere to:

- Legislative requirements that apply to the role. This includes, but is not limited to, the Public Sector Act; Correctional Services Act, Work Health & Safety Act, Return to Work Act, Equal Opportunity Act, Independent Commissioner Against Corruption Act, the State Records Act, and various relevant industrial awards and enterprise agreements. The Public Sector Principles and Practices including the SA Public Sector Code of Ethics, the Professional Conduct Standards, the Commissioner's Determinations and Guidelines, Information Privacy Principles, Information Sharing Guidelines, DCS Human Resource policies and guidelines and DCS Core Values.
- DCS employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- Work health and safety and injury management requirements as set out in relevant legislation, Public Sector and DCS policies and procedures, including complying with any reasonable instruction associated with these documents.

**KEY AREAS OF ACCOUNTABILITY**

- Maintaining a strategic focused approach to supporting and implementing site Education and Training Plans and achieving an awareness and adherence to legislative requirements.
- Developing, implementing and monitoring service, policies and systems to ensure the required educational needs and curriculum of prisoners coincide with institutional, organisational and community trends.
- Developing and maintaining policies and procedures at a local level to comply with the (SNR) standards for continuing registration of a registered training organisation.
- Contributing to addressing the offending behaviour of prisoners by participating in the case management process to ensure individual needs are identified, reviewed and implemented.
- Ensuring expenditure within allocated financial budgets and innovatively manage the resources of the education service at AWP/APC.
- Ensuring the outcomes of the Site Education and Training Plans for prisoner education and training at AWP/APC are achieved by coordinating and implementing the specified strategies and objectives.
- Marketing a positive image of prisoner education at AWP/APC to all institutional staff and prisoners. Ensure the administration requirements are maintained to support effective service delivery.
- Ensuring the delivery of a quality prison library service by understanding the library processes, including the ALICE database, sourcing new resources where required and providing guidance to prisoner and volunteer librarians.
- Responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others.
- Responsible for early notification and reporting of workplace hazards, incidents and injuries.

**QUALIFICATIONS**

Essential: Certificate IV in Workplace Assessment and Training (TAE or equivalent) or currently enrolled in this qualification.

Desirable: N/A

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**PERSONAL CRITERIA**

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**Essential Criteria**

- Demonstrated interpersonal & communication skills to work successfully within a team environment and effectively communicate, both verbally and in writing, with all levels of staff, management, prisoners and external stakeholders.
- Proven ability to plan, develop and implement vocational and educational training programs in providing a quality training and assessment service.
- Knowledge and understanding of the standards and conditions relevant to the continued registration of a registered training organisation.
- Proven experience and ability to possess and apply drive, initiative, and flexibility particularly for the introduction of improvements in a changing work environment.
- Demonstrated ability & experience in the supervision and performance development of a work group to achieve a positive learning environment and a cohesive and productive unit.
- Demonstrated ability, experience & knowledge of the effective management of financial and physical resources of a small unit.
- Experience in the relevant use of the Microsoft Office Software including Excel, Word, PowerPoint, SharePoint, MS Teams.

**Desirable Criteria**

- Experience in the delivery of adult educational programs.
- General knowledge of personnel management principles under the Public Sector Act, Work Health & Safety Act, and the Equal Opportunity Act.
- General knowledge of Correctional Services Department organisational structure and the South Australian Justice portfolio.