

JOB AND PERSON SPECIFICATION

Title of Position : Industries Administration Officer
Classification : ASO2
Location : Yatala Labour Prison
Reports To : Manager, Prison Industries

CORRECTIONAL SERVICES
Position No:
Division : Statewide Operations

JOB AND PERSON SPECIFICATION APPROVAL

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Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Industries Administration Officer is accountable to the Manager, Prison Industries for the provision of a quality administrative and support service relating to financial and physical resources management.

KEY STAKEHOLDER INTERACTION

The Industries Administration Officer reports to the Manager, Prison Industries and works collaboratively as a member of Yatala Prison Industries.

The position works closely with staff in Northern Metropolitan Correctional Business Centre and support staff across the Department and staff from external agencies.

BRANCH PROFILE

Yatala Labour Prison is the largest metropolitan institution in South Australia and from 2023 will have facilities and capacity to provide services, development, and work opportunities for up to approximately 840 prisoners of high, medium, and low security ratings.

Prison staffing is approximately 500, comprising the General Manager and a multi-disciplinary senior management team of nine. It includes a range of disciplines including clinicians and professional staff, Case Management Coordinators, Operations Supervisors, Correctional Industries Officers, Correctional Officers, and Administrative Support Officers. Services are coordinated and delivered by teams comprising of Correctional Educators, Aboriginal Liaison Officers, and the Activities team.

Facilities include Accommodation Units for a range of prisoner cohorts, including those working in Prison Industries, Intensive Management Units, and Protective Custody. The High Dependency Unit (HDU) provides referral pathways and accommodation for offenders who require therapeutic treatment for complex and special needs, or who have Aged Care needs. From 2023, the Mirnu building will be included with HDU as specialist Treatment Units and will include two discrete units that target specific cohorts for intensive rehabilitation programs.

Prisoners are expected to maintain mutually respectful relationships with staff and stakeholders while engaging in meaningful activities, developing their life skills, and supporting their reintegration into the community.

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

- 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.

The Industries Administration Officer contributes to the effective and efficient financial management of Yatala Industries and AWP/APC Industries by:

- Assisting with monitoring expenditure/revenue against budget, the application of debit codes and report errors and anomalies.
- Assisting with maintaining Request for Invoices register (for external agencies), and cart note registers.
- Producing job sheets for YLP Industries.

Ensure the business responsibilities of Industries are satisfied by:

- Support Industries Co-ordinator with inventory systems, dispatch systems and records that support business operations and provide an up to date account of stock holdings.
- Confirm items/materials are received through Basware.
- Providing information and attending to customer enquiries regarding prison industries.
- Providing training for Custodial Specialists and the Industry driver in stores and dispatch systems and documentation
- Collect and distribute Industries mail.
- Liaise with Industries Co-ordinator and driver over pickup and deliveries.
- Providing Manager Industries with general administrative support by compiling and distributing reports, memos and records relating to meetings, staff training, OHS&W management systems and other issues as needed.
- Assisting with computer/software and printer problems.
- Maintaining accountable stationery records for Industries

Ensure that resources are effectively managed and comply with WHS Act and Regulations by:

- Ensuring physical stocktakes are undertaken in accordance with policy direction and where necessary providing training to staff in this regard.
- Ensuring equipment and materials are appropriately accounted for minimising the risk of theft, fraud or misuse.
- Compiling documentation and supporting evidence for new or replacement plant and equipment.

- Assisting management and Custodial Specialists in the effective acquisition of goods and services necessary to undertake commercial activities.
- Scheduling and recording maintenance of equipment.
- Maintaining accurate records for the issuing and replenishment of safety PPE

QUALIFICATIONS

Essential: NIL

PERSONAL CRITERIA**Essential Criteria**

- Able to deliver a quality customer service.
- Demonstrated ability to communicate effectively, both verbally and in writing, including the ability to produce quality outcomes whilst maintaining confidentiality.
- Ability to maintain and encourage a team approach by displaying high morale and a positive and supportive outlook when interacting with other members.
- Proven ability in organising, prioritising and co-ordinating high volumes of work, working with limited supervision and maintaining accuracy in meeting set timeframes.
- Demonstrated use of initiative and self motivation
- Proven ability to be flexible and adapt to workplace changes.
- Demonstrated knowledge and experience in the use of Microsoft Office software and effective administrative procedures.
- Ability to apply and adhere to legislative requirements and the knowledge of the Public Sector, Equal Opportunity Acts, Work Health and Safety Act and Regulations.

Desirable Criteria

- Knowledge and experience of government procurement processes and procedures.
- General knowledge of personnel management principles under the Public Sector Act, Work Health & Safety Act, and the Equal Opportunity Act.
- General knowledge of DCS organisational structure and the South Australian Justice portfolio
- Understanding of the responsibilities of Government employees in relation to the State Records Act