



JOB AND PERSON SPECIFICATIONS

Title of Position:	Correctional Industry Officer	CORRECTIONAL SERVICES
Classification:	CO3	Position No: GENERIC
Location:	Various	Division: Statewide Services
Reports To:	Manager/Coordinator, Prison Industries Functional/General Manager	

JOB AND PERSON SPECIFICATION APPROVAL

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Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Correctional Industry Officer is responsible to the Manager/Coordinator, Prison Industries or Functional/General Manager for the security, safety and control of prisoners in their care; the assessment, training and advising of prisoners in all aspects of production of specified products or relevant industry requirements. The supervision and direction of the prisoner work group and the provision of assistance to other Correctional Industry Officers and Correctional Officers. To ensure that Departmental procedures are complied with and those work standards are optimised and maintained.

The Correctional Industry Officer will be trained to be multifunctional in all aspects of the prison industries and work in a team environment and set work priorities under general direction.

KEY STAKEHOLDER INTERACTION

The Correctional Industry Officer reports to the Manager/Coordinator, Prison Industries or Functional/General Manager and may be required to assist in the operations of the prison when required and to liaise with other industry work groups/stakeholders from the private sector on technical and product issues.

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

- Hours of duty are 38 per week, over five days (or rostered over 7 days in some institutions), some out of hours work may be required.
- Section 47 of the Public Sector Act 2009 applies in accordance with other provisions of the act and other applicable industrial entitlements.
- The appointee works within a secure environment.
- The incumbent is required to satisfactorily complete a National Criminal History Check;
- A current South Australian Driver's Licence is essential;
- Some interstate and intrastate travel will be required which may necessitate overnight absences.
- A flexible approach to working hours is required;
- Required to successfully complete Certificate III in Correctional Practice within 12 months (if not already completed)

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 Employment Opportunity 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, DCS Human Resource policies and guidelines and DCS Core Values.
- Work health and safety and injury management requirements as set out in relevant legislation, Public Sector and Departmental policies and procedures, including complying with any reasonable instruction associated with these documents.
- Section 77Q, Section 77R and Section 77S of the Correctional Services Act, 1982.

KEY AREAS OF ACCOUNTABILITY (GENERIC)

Ensure the efficient operation of prison industries by:

- Assisting in establishing and operating any new commercial venture which is likely to provide the Department with a financially viable industry and additional vocational training opportunities for prisoners;
- Assisting with the planning and development of prison industries by providing technical advice to other staff allocated to the work place and using trade knowledge to advise the unit or team;
- Assisting the prison industries to sell prison industry produce through potential and existing customers and by providing assistance to and liaison with relevant contractors, Local and State Government authorities and Departmental clients as required;
- Contribute to the prison industries functions, procedures/recommendations, planning and work practices so that daily routines are carried out in an efficient and effective manner;
- Participate in training requirements for industry staff and assist in the development of appropriate programs;
- During periods when prisoners are not able to/will not work, assist/facilitate prison industries discharge contractual obligations and complete maintenance programs that would otherwise have been performed by prisoners;
- Working in accordance with all management system policies and procedures as developed for Work Health Safety, Quality Management.

Assisting in the rehabilitation of prisoners by:

- Delivering and/or assessing both accredited and non-accredited prisoner vocational programs to prisoners employed within the Industries Unit;
- Contributing to the Case Management of prisoners by recording case notes and reporting of prisoners at risk and referring to Intervention Services, where appropriate;
- Assisting in the implementation of a structured day for prisoners;

- Interviewing and counselling prisoners in regard to matters of behaviour, attitude, rules, procedures, discipline and general welfare so as to ensure the safe, secure and humane containment of prisoners and the achievement of prison industry work policies and objectives;
- Assisting in other accommodation and/or operational areas as required.

Ensure the safety and security of the prison and prison industries by:

- Managing prisoner behaviour, searching prisoners and areas, responding to incidents;
- securing, accounting for, maintaining and monitoring the use, condition and storage of tools of trade, production equipment and raw materials;
- Contributing to the safety and security of the institution by reporting incidents and paying prisoner pay entitlements;
- Direct prisoners in safe work practices so as to enable prisoners to work in a safe manner;
- Identifying and reporting, to the Manager/Coordinator, Prison Industries, workplace hazards and unsafe work practices;
- Inducting prisoners into worksite operations so that prisoners are aware of worksite requirements and that tasks allocated are consistent with their ability;
- Being responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others;
- Being responsible for early notification and reporting of workplace hazards, incidents and injuries.

Contribute to the financial and physical resource management by:

- Monitoring of production budgets and related expenditure;
- Ensuring that product materials are acquired efficiently and that wastage is minimised;
- Ensuring that physical stocktakes are undertaken in accordance with policy direction;
- Monitoring of plant and equipment including replacement and maintenance programs;
- Ensuring that equipment and materials are appropriately accounted for, minimising the risk of theft, fraud or misuse.

QUALIFICATIONS (GENERIC)**Essential:**

- Certificate III in Correctional Practice (refer Special Conditions)
- Possession of a relevant Trade qualification, or a relevant industry recognised qualification or a minimum 3 years comparative relevant industry experience.
- Senior First Aid Certificate

Desirable:

- Certificate IV in Correctional Practice
- Certificate IV in Training & Assessment

PERSONAL CRITERIA**Essential Criteria**

- Demonstrated ability to practically apply experience and knowledge to the operation of a commercial industry environment.
- Demonstrated interpersonal and written communication skills with the ability to mediate and resolve conflict situations
- Demonstrated capacity to provide supervision by effective management, development and training of a diverse work group.
- Practical knowledge in the identification of plant and equipment maintenance and replacement.
- Knowledge and experience in the safe operation of general machinery and tools/equipment.

Desirable Criteria

- Knowledge of budget processes.
- 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.
- Understanding of the responsibilities of Government employees in relation to the State Records Act

SPECIFIC INDUSTRIES INFORMATION/REQUIREMENTS

The following Key Responsibilities and Personal Criteria must be applied and addressed for the relevant industry role together with **all** Generic Key Responsibilities and Personal Criteria outlined in the CIO Job and Person Specification.

CATERING/FOOD PREPARATION

The Correctional Industry Officer, Catering/Food Preparation is responsible for delivery of a cost effective catering service and the supervision of prisoners employed within the Kitchen.

KEY RESPONSIBILITIES (additional)

- Ensure the efficient operation of the Kitchen by meal planning, oversight (and in some institutions, assisting with) the preparation of meals, the scheduling and functioning of Kitchen operations including the allocation of work to prisoners to ensure that the provision of prisoner meals is achieved in accordance with appropriate hygiene and quality standards, HACCP.
- Ensure the provision of prisoner meals of all types including special dietary and cultural requirements, is achieved within allocated budget guidelines.
- Ensure all equipment is workable and all malfunctions reported and a high level of hygiene, safety, order and cleanliness in the work environment is maintained.

PERSONAL CRITERIA

Essential

- Demonstrated ability in running a large scale kitchen operation.
- Thorough knowledge of retail food service operations including staff and trainee supervision, audit requirements, customer service and quality control.
- Demonstrated competence to provide for the financial, physical and resource management of a large sized secure catering service.
- Demonstrated working knowledge of food preparation, food service equipment and safety and hygiene practices.

Desirable

- Possession of a relevant Trade qualification or a relevant industry recognised competency or learning/experience equivalent to trade qualification. Relevant industries include, but are not limited to, food preparation, baking, pastry cooking and nutrition.
 - Knowledge and practical application of HACCP Standards ISO AS/NZS 9001:2000.
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CANTEEN/STORES

KEY RESPONSIBILITIES (additional)

- Ensure the receipt, storage and distribution functions of the Canteen and Stores operations meet customer needs while maintaining inventory control and security standards by effectively undertaking work as required and allocating and overseeing work to prisoners.

PERSONAL CRITERIA

Essential

- Demonstrated ability in running an inventory and distribution operation.
 - Thorough knowledge of warehousing and logistics including staff and trainee supervision, audit requirements, customer service and quality control.
 - Demonstrated working knowledge of food preparation, food service equipment and safety and hygiene practices.
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LAUNDRY

Responsible for the delivery of a cost effective laundry service and the supervision of prisoners employed in the prison laundry.

KEY RESPONSIBILITIES (additional)

- Ensuring effective scheduling and functioning of Laundry operations including the allocation of work to prisoners to ensure that the provision of laundry services is achieved in accordance with appropriate hygiene and quality standards.

PERSONAL CRITERIA**Essential**

- Demonstrated ability to practically apply experience and knowledge to the operation of a commercial laundry.
- Ability to establish production processes and procedures within a laundry industry.
- Have or be prepared to gain a Boiler Attendance Certificate (YLP only).

Desirable

Nil

JOINERY (ASSEMBLY)**PERSONAL CRITERIA****Essential**

- Demonstrated ability to practically apply experience and knowledge to the operation of a commercial Joinery production.

Desirable

- Certificate in Joinery, Cabinet Making or associated Timber trade
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METAL WORKSHOP/ENGINEERING**PERSONAL CRITERIA****Essential**

- Demonstrated ability to practically apply experience and knowledge to the operation of a commercial metal production industry.
- Sound knowledge and experience in the safe operation of machinery and air tools.

Desirable

- Qualifications in Engineering or associated Metal trade.
 - Certificate in Engineering.
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SPRAY WORKSHOP**PERSONAL CRITERIA****Essential**

- Demonstrated ability to practically apply experience and knowledge to the operation of a commercial paint workshop industry.
- Sound knowledge and experience in the safe operation of machinery and air tools.

Desirable

- Qualifications in Spray painting or allied industry.
 - Certificate in Spray painting and powder coating.
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TEXTILES**PERSONAL CRITERIA****Essential**

- Demonstrated ability to practically apply experience and knowledge to the operation of a commercial textile workshop industry.
- Knowledge and experience in the safe operation of sewing and cutting machinery and air tools.

Desirable

- Qualifications in the clothing & textile or allied industry.
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BAKERY**PERSONAL CRITERIA****Essential**

- Knowledge and experience in a commercial bakery industry.
- Demonstrated ability to practically apply experience and knowledge in the operation of a commercial bakery industry.

Desirable

- Trade Certificate in Baking or related disciplines.
 - Knowledge of ordering and stock control.
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GARAGE**KEY RESPONSIBILITIES (additional)**

- Plan vehicle and equipment maintenance and work priorities, under direction.

PERSONAL CRITERIA**Essential**

- Demonstrated ability to apply experience and knowledge in the operation of a multifunctional workshop.

Desirable

- Certificate in Mechanics, Machining, Engineering or Allied Industries.
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DAIRY PACKAGING AND PROCESSING**KEY RESPONSIBILITIES (additional)**

- Ensure that dairy processing is undertaken in accordance to Quality Management Principles by maintaining the Dairy Milk Processing area of the Centre by ensuring productivity and health and hygiene standards.
- Ensure maximum return on packaged milk by maintaining correct stock control rotation procedures.
- Ensure efficient and effective distribution of milk products to customers.
- Provide assistance to the Dairy Livestock Officer.

PERSONAL CRITERIA**Essential**

- Demonstrated ability to practically apply experience and knowledge in the operation of a Processing/Packaging Plant to ensure optimum health and hygiene standards are met.
 - Broad knowledge of Health Regulations in relation to Processing/Packaging Plant.
 - Knowledge and experience in stock control and distribution.
 - Ability to test dairy products to ensure that all health requirements are met.
 - Working knowledge of the Code of Practice for Farm Dairies.
 - Broad knowledge of Schedules 2 & 3 of the Export Control (Processed Food) Orders.
 - Experience in laboratory procedures.
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DAIRY - LIVESTOCK**KEY RESPONSIBILITIES (additional)**

- Management of a self-replacing dairy herd and planning and maintain dairy pasture management.
- Incumbent will be required to undergo training in the use of Artificial Insemination.

PERSONAL CRITERIA**Essential**

- Practical experience in the operation of a commercial dairy.
- Practical experience in pasture management, handling livestock and animal husbandry.
- Practical experience in working with and maintaining quality management systems

Desirable

- Working knowledge of The Code of Practice for Farm Dairies.
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DAIRY – RELIEVER (CTC)**PERSONAL CRITERIA****Essential**

- Broad knowledge of dairy livestock management QA principles and food safety principles.
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INDUSTRIES – RELIEVER (CTC)**PERSONAL CRITERIA****Essential**

- Broad knowledge of dairy and horticultural and QA principles (CTC).

Desirable

- Working knowledge in the operation and maintenance of rural plant and equipment.
 - Possession of a relevant qualification in relevant industry (eg Certificate III in Horticulture)
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HORTICULTURE - OLIVES/CITRUS/MIXED ORCHARDS**KEY RESPONSIBILITIES (additional)**

- Oversee all scheduling of horticultural practices to maximise crop health and harvest.
- Oversee all day to day activities within the horticultural area as well as undertaking the planning of annual fertiliser and spray programs.
- Ensure that the gardens/grounds/farms institutions are maintained and all areas are kept clean and free of any debris.

PERSONAL CRITERIA**Essential**

- Demonstrated ability to practically apply experience and knowledge in a commercial horticultural enterprise including but not limited to tree nutrition, pest management and harvesting practices.
- Ability to effectively control all seasonal aspects of a commercial horticultural area including chemical use, fertiliser requirements and pest management programs.
- Knowledge of processes and documentation associated with certified Quality Management and Food Safety Systems within a commercial environment.

Desirable

- Working knowledge in the operation and maintenance of rural plant and equipment.
 - Possession of a relevant qualification in relevant industry (eg Certificate III in Horticulture).
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IRRIGATION**KEY RESPONSIBILITIES (additional)**

- Oversee all scheduling of irrigation to maximise crop health and water conservation;
- Oversee all repairs to the irrigation system at the institution, as well as undertaking some revegetation;
- projects and farm pest eradication as seasonally required.

PERSONAL CRITERIA**Essential**

- Demonstrated knowledge of horticultural irrigation systems.
 - Demonstrated knowledge in the repair/replacement of horticultural irrigation systems.
 - Knowledge of revegetation processes in line with land management best practices
 - Knowledge of best plant eradication processes
 - Practical knowledge and experience in the identification of plant and equipment maintenance and replacement.
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GARDENS**KEY RESPONSIBILITIES (additional)**

- Ensure that the gardens/grounds/farms in institutions are maintained and all areas are kept clean and free of free of any debris.

PERSONAL CRITERIA**Essential**

- Demonstrated ability to practically apply experience and knowledge to the operation of a commercial garden

Desirable

- Possession of a relevant qualification in relevant industry (eg Certificate III in Horticulture)
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ABORIGINAL WORKS SUPERVISOR (PAP)**KEY RESPONSIBILITIES (additional)**

- Ensuring delivery of Aboriginal focussed programs
- Ensure that the gardens area in institution are maintained and all areas are kept clean and free of any debris.

PERSONAL CRITERIA**Essential**

- Understanding of cultural needs of prisoners within a workgroup
- Demonstrated ability to practically apply experience and knowledge to the operation of a commercial garden

Desirable

- Possession of a relevant qualification in relevant industry (eg Certificate III in Horticulture)