



JOB AND PERSON DESCRIPTION

Title of Position : Senior Programs Evaluation Officer
Classification : ASO6
Location : Adelaide
Reports To : Team Leader, Program Services Unit

CORRECTIONAL SERVICES
Position No:
Division : Offender Development

JOB AND PERSON SPECIFICATION APPROVAL

D. Sheehan 21/5/22
Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Senior Programs Evaluation Officer is responsible for the coordination and implementation of evaluation and research projects for rehabilitation programs, including providing high level conceptual, evaluative and research skills to the Offender Development Directorate. The evaluation projects will support the achievement of overall Correctional Services strategy in delivering effective rehabilitation programs for all offenders.

KEY STAKEHOLDER INTERACTION

- The Senior Programs Evaluation Officer reports to the Team Leader, Program Services Unit within Offender Rehabilitation Services.
- The position collaborates with the Senior Programs Evaluation Officer(s), Senior Programs Officer, Rehabilitation Programs Branch Clinicians, Clinical Supervisor(s) and the Manager(s) Rehabilitation Programs Branch.
- The position provides evaluation and outcome performance reports to the Manager(s) Rehabilitation Programs, Clinical Supervisor(s), Director Offender Rehabilitation Services, and the Executive Director Offender Development.
- The position may require collaboration with other business units, research organisations and/or tertiary institutions.

BRANCH PROFILE

The Offender Development Directorate develops, implements and monitors forensic assessments, programs and psychological intervention based on best practice standards. The Directorate also develops and implements policies and procedures designed to enable intervention with offenders to occur in a coordinated manner which targets criminogenic needs and promotes community safety. The Directorate utilises a framework across the Department for providing supervision and maintaining the quality of assessments, programs and intervention.

The Offender Development Directorate oversees the development of initial offender assessments, case management plans, the delivery of individual or group-based intervention in custodial and community settings, as well as the targeting of services to assist offenders with their reintegration and transition into the community. The implementation and monitoring of services through the Offender Development Directorate occurs through procedures, policies and frameworks developed in consultation with other directorates within the Department.

The Directorate comprises the functional units of Offender Rehabilitation Services, Sentence Management Unit, Strategic Partnerships, Projects, and Policy Branch, and Women Offender Services.

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.

JOB & PERSON SPECIFICATION**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

- Develop, manage and undertake high level evaluation projects in consultation with key stakeholders to assist in determining the effectiveness of rehabilitation programs and initiatives across DCS.
- Develop, manage and undertake strategic projects, in collaboration with the Senior Programs Officer, related to the development and implementation of Rehabilitation Programs.
- Provide professional advice in relation to the development, design, collection, processing, presentation, analysis and interpretation of data as this relates to program development and evaluation.
- Identify, research, analyse and report on needs, findings and issues, particularly in relation to best practice in offender rehabilitation and human services delivery, to provide recommendations to key stakeholders.
- Liaise with the Rehabilitation Programs and Intervention teams to ensure that sound data collection and recording practices are established and maintained.
- Provide broad oversight and mentoring to other staff in the Program Services Unit.
- Participate in the delivery of appropriate staff training and development concerning evaluation and quality assurances processes.
- Liaise with other research organisations as required to leverage resources and support for research projects.
- Develop and maintain effective linkages within government, the non-government sector, the community and academic institutions to identify emerging needs and to provide timely advice and support and to forward plan.
- Participate on Departmental and external committees as required.
- 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: Nil

Desirable: Degree in Psychology, Social Sciences, Criminology, Statistics or other related discipline.

PERSONAL CRITERIA**Essential Criteria**

- Demonstrated high level skills and ability in the planning, management and conduct of strategic public policy development projects and/or significant program evaluations relating to criminal justice or human services.
- Demonstrated high level conceptual, evaluative and research skills including the ability to analyse and interpret data trends and provide strategic advice for program and policy development responses.
- Demonstrated high level quantitative and qualitative research skills, including:

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- identification of information requirements and selection of appropriate data collection methods;
- design, development and use of complex data collection and management systems
- analysis and reporting of complex data and formulation of report recommendations.
- Knowledge, or the ability to rapidly acquire knowledge, of legislation, policies, practices and trends relating to correctional services, particularly in regard to services to support violent, sexual and other high risk offenders.
- Demonstrated ability to work effectively with minimal supervision and as a team member in order to achieve complex work objectives within limited time lines.
- A demonstrated ability to recognise and articulate the interests of Aboriginal people, including a capacity to effectively and sensitively consult and negotiate in accordance with Aboriginal protocol.
- Applicable high level computer skills in using research, statistical and Microsoft office software.

Desirable Criteria

- Demonstrated experience in the review of therapeutic programs within a correctional or similar institutional environment.
- Demonstrated knowledge of best practice in relation to offender risk assessment and treatment.
- Demonstrated commitment to the Department for Correctional Services' Strategic Plan as evidenced by an understanding of its vision, values and purpose.
- Knowledge and understanding of Departmental Core Values (Code of Ethics) and the Employee Conduct Policy.
- 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 system.