



JOB AND PERSON SPECIFICATION

Title of Position : Property Officer
Classification : ASO2
Location : Cadell Training Centre
Reports To : Support Services Supervisor

CORRECTIONAL SERVICES
Position No: M28817
Division : Custodial Services

JOB AND PERSON SPECIFICATION APPROVAL


..... 21 / 04 / 2020

Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Property Officer is accountable to the General Manager through the Support Services Supervisor for the efficient and effective management of the Prisoner Property and Prisoner Clothing within the Stores Complex at Cadell Training Centre. The position is required to provide back up support for stores functions.

KEY STAKEHOLDER INTERACTION

The Property Officer reports directly to the Support Services Supervisor, working in a team environment with other support services personnel.

The Property Officer liaises with other Managers, Correctional Officers, Canteen Officer and other support staff.

The Property Officer is responsible for the supervision of the prisoner whilst working in the prisoner clothing store.

BRANCH PROFILE

Cadell Training Centre is a low security custodial institution in South Australia's Riverland district, approximately 160km northeast of Adelaide and has facilities and capacity to provide services, education, development and work opportunities for male adult offenders. The primary focus within the prison is rehabilitation through criminogenic program delivery, education and employment.

Cadell Training Centre has extensive Industries that provides employment and training opportunities in a variety of skills including horticulture, dairy farming production, and garage/workshop functions.

The Support Services provides administrative functions to the Centre in relation to human, physical and financial services.

SPECIAL CONDITIONS

- Located at Cadell Training Centre. Regular direct contact with prisoners. Duties may include some manual handling.
- Have or be willing to obtain a Forklift Licence.
- 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

The Property Officer is responsible for the management and security of the prisoner property store in accordance with related legislation and Departmental policies and procedures by:

- Daily interaction with prisoners in relation to all prisoners' personal property.
- Management of all prisoner property transactions in relation to admittance, transfer, discharge, court appearances and day leaves.
- Providing accurate written documentation that supports all prisoner transactions in line with departmental guidelines and procedures.
- Providing a timely equitable quality service to all departmental personnel and prisoners.
- Ensuring that the property store is managed in line with all WHS guidelines and procedures so that prisoner clothing is maintained in a clean and hygienic state and that property is stored at appropriate heights and free from clutter.
- Participating with a Correctional Officer to conduct prisoner property cell audits and security clearances as required.
- Arranging for security checks on prisoner's personal electrical goods.
- Arranging prisoner transportation via Stateliner Bus for prisoners as required and audit for Statement for payment each month.
- Conducting investigations and providing reports on lost or missing property. The provision of written investigative responses and recommendation to prisoner property claims and forwarding same to Business Manager.
- Ensure that prisoner's property is secured appropriately at all times to minimise loss or theft.

The Property Officer is responsible for the management of the prisoner clothing store by ensuring:

- The supervision of the prisoner working within the prisoner clothing store.
- The prisoner is trained and adheres to all departmental procedures.
- The prisoner clothing store is maintained in a tidy and hygienic condition.
- That stock levels are maintained and that the clothing is in good condition and repair.
- Ensure that prisoner bed packs and prisoner toiletries are managed in line with departmental guidelines.

Contribute as a team member, working within a team environment within the property and stores division to ensure that an efficient and effective quality service is provided to the prison and outside agencies by:

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- Provide administrative support to the Support Services Supervisor including bookings, reception, mail, deliveries/collections, canteen, and Industries support as required.
- Providing a backup service to all areas within the Stores division 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: Nil

PERSONAL CRITERIA

Essential Criteria

- Proven ability to work with some autonomy and apply initiative and sound judgement.
- Proven ability to identify tasks, organise work and determine priorities without direction.
- Ability to work in a changing environment with flexibility.
- Demonstrated workplace integrity to provide a quality service; establish and maintain good working relationships at all levels.
- Ability to apply knowledge of relevant processes and procedures and perform these activities in an independent capacity.
- Ability to maintain detailed accurate work in line with departmental procedures.

Desirable Criteria

- Experience in the use of the Justice Information system
- Experience working in a correctional environment.
- 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.