

JOB AND PERSON SPECIFICATION

Title of Position: Manager Security	CORRECTIONAL SERVICES
Classification: COS7	Position No: M29905
Location: Port Augusta Prison	Division: Statewide Operations
Reports To: General Manager	

JOB AND PERSON SPECIFICATION APPROVAL

 9 / 7 / 26
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Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Manager Security is responsible for the development, implementation and ongoing management of security and emergency management systems and services including responsibility for: security and safety, perimeter security, access control, control room operations, prisoner admissions, prisoner visits, external escorts for the prison and liaising with a range of senior staff in order to gather intelligence on potential security threats and exposures. The incumbent is also responsible for assisting in the development of Emergency Management principles and initiatives including preparing response plans, policies and procedures.

KEY STAKEHOLDER INTERACTION

The Manager Security is responsible to the Assistant General Manager and is a vital member of the prison management team, and is responsible for the supervision of all staff involved in security and operational support functions. The Manager Security will work in close liaison with the Intelligence and Investigation Unit, the Operational Security Unit and Police Corrections Unit.

The Manager Security will develop close team working relationships with other Managers and support functions staff within the Prison, other institutions, and key staff of other government and non-government agencies.

BRANCH PROFILE

Port Augusta Prison is situated at the head of the Spencer Gulf, 300 kms north of Adelaide and in close proximity to the spectacular Flinders Ranges.

Port Augusta has facilities and capacity to provide services, development and work opportunities for a large volume of low, medium and high security prisoners. Many of the state's Aboriginal prisoners are accommodated here due to the prison's proximity to the Tribal Lands of the far north of South Australia. There is a specialist accommodation unit for Aboriginal men from remote communities that promotes cultural connection.

Port Augusta Prison employs a substantial workforce comprised of Operational, Site Services and Offender Development staff.

Port Augusta Prison also has a Prison Industries complex that provides employment and training opportunities in horticulture, joinery, powder coating, catering, laundry and light industries, spray painting and metal fabrication.

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 Nationally Coordinated 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.
- This position is designated under Policy 65 – Designated Positions.

HIGHLIGHTED EMPLOYMENT CONDITIONS

Legislation, industrial instruments and governance frameworks relevant to the role, as amended from time to time, including but not limited to:

- *Public Sector Act, Correctional Services Act, Work Health and Safety Act, Return to Work Act, Equal Opportunity Act, Independent Commissioner Against Corruption Act, 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

- Participate as a member of the Centre's Senior Management Team in the development, promotion, and implementation of the department's strategic direction and in ensuring the effective integration of contemporary security and emergency management practices across the prison.
- Lead a team to effectively implement and integrate relevant departmental security and emergency management policies, procedures and services within the appropriate legal and security framework for a secure custody correctional centre.
- Ensure the effective and timely identification and management of risks to the good order and security of the prison.
- Ensure the ongoing operation and periodic evaluation of all surveillance equipment and centre buildings and facilities, and that they are maintained in accordance with standards and prescribed manufacturers' instructions.
- In conjunction with the General Manager and Assistant General Manager, develop procedures and contingency plans and participate as appropriate in the operational control in the event of disturbances and riots to ensure staff and correctional centre management can respond quickly and effectively.
- Manage the human resource and financial management functions of the area.

Ensure the fair and consistent administration of security and operational support services by:

- Contributing to the development and implementation of policy, security and emergency management procedures and processes consistent with Security and Emergency Management Standards. Further to maintain awareness and knowledge of relevant legislation, government and organisational policy and security and emergency management standards;
- Closely liaising with the Intelligence Officer, Intelligence and Investigations Unit and Police Corrections unit to identify prisoners, visitors and others who may pose a risk to the good order and security of the prison, by implementing effective and dynamic intelligence systems and appropriate operational responses
- Providing direction, oversight and supervision of administrative and weekly paid function and employees as required by the General Manager.

Ensure the implementation of security and operational support services by:

- Providing leadership, guidance, support and counselling to staff;
- Defining and directing appropriate security and operational support activities including overseeing a range of security and operational support services including:
 - social and professional visits to prisoners
 - external escort services
 - prisoner admission processes
 - prosecution services as they relate to breaches of the Correctional Services Act and Regulations by prisoners
- Ensuring a safe and professional working environment which positively contributes to staff wellbeing and management of prisoners.

Managing the HR needs of staff in the areas of security and emergency procedures by:

- Co-ordinating organisational and institution change processes with staff and ensuring training and support is given to all staff to assist in adapting to change;
- Ensuring individual training and development needs of all staff are identified and addressed using performance management review systems in line with corporate vision and business plans; and
- Ensuring that the principles of Equal Opportunity, Industrial Relations, Work Health and Safety Act, and Rehabilitation and Workers Compensation are promoted, adhered to and maintained.

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: Appropriate qualifications in management or human service related disciplines.

PERSONAL CRITERIA**Essential Criteria**

- Proven leadership, interpersonal and coaching skills with an ability to communicate at all levels of management, staff and external organisations, to develop a co-operative approach to the operation of a workgroup, to provide feedback, motivate and influence employee behaviour, to empower and delegate authority effectively, and to effectively counsel, handle conflict, mediate and negotiate acceptable solutions.
- A record of success at a senior level in providing a creative approach to planning, recognising the need for change, initiating, guiding and managing change processes, and enhancing the quality of service delivery.
- Ability to thoroughly research and prepare high quality clear and concise written documentation.
- Proven experience in management of human resources, and knowledge of and commitment to the principles of personnel management, health and welfare, industrial awards, and related legislation.
- Understanding and commitment to the principles of Unit Management and group dynamics, Case Management and throughcare.
- Proven experience in management of financial and physical resources including broad knowledge of budget processes and procedures.
- Understanding of, and ability to manage in accordance with the Work Health and Safety Act, associated Regulations and Codes of Practice (as amended from time to time), utilising ISO 31000 Risk Management guidelines.

Desirable Criteria

- Knowledge of Correctional legislation, and legislation and policies relevant to effective offender management.
- 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.