



JOB AND PERSON SPECIFICATION

Title of Position: Aboriginal Liaison Officer

Classification: ASO4

Location: Port Lincoln Prison

Reports To: Manager Offender Services & Case Management

CORRECTIONAL SERVICES

Position No: M29161

Division: Statewide Services

JOB AND PERSON SPECIFICATION APPROVAL

..... *H. Mills* 05.06.2025
 Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Aboriginal Liaison Officer contributes to the implementation of the recommendations of the Royal Commission into Aboriginal Deaths in Custody and is responsible for providing assistance, support and follow-up to Aboriginal prisoners within designated prisons, and liaising with staff, community groups and other agencies in promoting the welfare of Aboriginal prisoners.

KEY STAKEHOLDER INTERACTION

The position is responsible to the Manager Offender Services & Case Management of the Port Lincoln Prison. The Aboriginal Liaison Officer liaises with Aboriginal prisoners and their families, prison staff, community corrections centre staff and other government departments.

Aboriginal Liaison Officers work closely with the Aboriginal Services Directorate (ASD).

BRANCH PROFILE

Port Lincoln Prison is situated on the Lower Eyre Peninsula approximately 650 km by road from Adelaide.

Port Lincoln Prison has the capacity to accommodate up to 178 low and medium high security prisoners. The prison provides development and work opportunities for eligible prisoners.

Port Lincoln Prison employs over 70 staff, comprising the General Manager, Managers, Case Management Co-ordinator, Operations Supervisors, Correctional Officers, Administrative Support staff and Professional Services staff.

Port Lincoln Prison has a Prison Industries Unit that provides employment and training opportunities in horticulture, agriculture, farming, wood working, animal husbandry and welding.

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

The Aboriginal Liaison Officer contributes to the implementation of the recommendations of The Royal Commission into Aboriginal Deaths in Custody by:

- Providing support for system change.
- Providing advice various committees within and outside of the Department that provide guidance on issues relating to Aboriginal prisoners.
- Enhancing communication between Aboriginal prisoners and the broader prison staffing group, ensuring the specific needs and perspectives of Aboriginal prisoners are understood and addressed.
- Providing recommendations and advice to Compassionate Leave requests, recognising the kinship, cultural, and family obligations.
- Promoting the cultural safety of prisoners in a custodial setting through sharing cultural insight, knowledge, and practices.

As a member of the Offender Development team, enhance the institution's capacity to provide high standard of professional service delivery to Aboriginal prisoners by:

- Liaising with other Offender Development team members to provide advice in relation to policies, procedures, and legislation that ensure culturally safe and responsive practices.
- Providing advisory services to institutional staff from a cultural perspective on the management of Aboriginal offender behaviour.
- Providing support and cultural advice that contribute to the managerial decision and policy making, in respect to Aboriginal prisoners.
- Remaining actively involved in supporting the management of high-risk offenders and the decision making of these offenders through High Risk Assessment Tool and Behavioural Management Forum meetings and regular updates with Managers.
- Providing cultural recommendations and advice on the placement of Aboriginal prisoners.

In accordance with the Department Strategic Plan, assist in the development and implementation of Departmental and local policies and procedures by:

- Participating in the development of local operating procedures and institutional policy and through the identification of prisoner needs, resource issues, work health safety issues and security matters.
- Supporting the Closing the Gap Initiatives; referrals and engagement with community-based rehabilitation and reintegration services and assists with strengthening partnerships with Aboriginal Community Controlled Organisations.
- Can be assigned duties when directed by the General Manager and Manager, Offender Services & Case Management which aligns with the needs and wellbeing of Aboriginal prisoners at the site.

Ensure client needs are met by:

- Assisting Aboriginal prisoners with culturally safe support and counselling services in times of distress, i.e. family deaths, site based critical incidents, loss of contacts with family and children, and isolation from community.
- Facilitating where possible and appropriate, the re-establishment and/or maintenance of family and community relationships.
- Providing support to Aboriginal Offenders requiring assistance with Departmental procedures and processes.
- Providing cultural advice and support to the ongoing assessment of offenders and reporting to and liaising with staff of the Sentence Management Unit to reflect the changing needs and cultural priorities of prisoners.
- Providing timely response to prisoner requests.
- Maintaining close working relationships with relevant Government Departments and Agencies (e.g. Centrelink, Aboriginal Drug and Alcohol Council, Aboriginal Legal Rights Movement, Aboriginal Health etc.)

To assist in the development and delivery of DCS staff training needs to enhance service delivery by:

- Assisting in the training and professional development of Departmental staff in order to promote awareness of issues relating to Aboriginal people and in particular Aboriginal offenders.
- Assisting with the certification of units of the Workplace Assessment Guide for new custodial officers during their in-service period.

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**

- Extensive knowledge of and experience with traditional Aboriginal culture and customs, and a sound knowledge of current issues relating to Aboriginal people.
- Extensive experience working in traditional, semi-traditional and urban areas of Aboriginality, including working with Aboriginal people at individual, group and community levels from a wide range of social and work settings.
- Proven ability to communicate effectively and maintain personal credibility with Aboriginal people throughout South Australia.
- Ability to communicate effectively both in writing, and verbally, including communicating with staff in an institutional and community correctional setting, and the ability to liaise effectively with a wide range of agencies, organisations, groups and individuals to achieve Departmental goals.
- Proven ability to work effectively both under limited supervision, and as a member of a team, including working effectively with people from a wide range of professional, occupational, social and cultural backgrounds.
- Experience in working with special needs groups and agencies.
- Experience in providing counselling services.

Desirable Criteria

- Ability to communicate in Pitjantjatjara or other Aboriginal languages
- 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.