

JOB AND PERSON SPECIFICATIONS

Title of Position: Aboriginal Liaison Officer
Classification: ASO4
Location: Yatala Labour Prison
Reports To: Manager Offender Development

CORRECTIONAL SERVICES
Position No: M29156
Division: Statewide

JOB AND PERSON SPECIFICATION APPROVAL

..... *H. Mills* 06.08.2024
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 Development of the prison to which that Liaison Officer is assigned with a functional and liaison reporting responsibility to the Manager, Aboriginal Services.

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

- The position is initially based at the Yatala Labour Prison however may be re-assigned to other locations within the department.
- Section 47 of the Public Sector Act 2009 applies in accordance 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 advisory and personal counselling services to Aboriginal Offenders.
- Acting as a resource and referral for Aboriginal offenders and their families.
- Maintaining close liaison and working relationships with all Divisions of Correctional Services and in particular, prisons and community corrections centres.
- Participating on various committees within and outside the Department to assist on issues relating to The Royal Commission into Aboriginal Deaths in Custody.
- 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.
- Providing support for Aboriginal offenders requiring assistance with Departmental procedures.
- Liaising and advising all prison staff with regard to Aboriginal offender's requests and needs.
- Maintaining close working relationships with relevant Government Departments and Agencies (e.g. Centrelink, Family & Youth Services, Aboriginal Legal Rights Movement, Aboriginal Health etc.).
- Liaising with Programs and Education staff re special needs offenders.
- Attending local review and case management meetings.

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**

- Knowledge and understanding of and experience with Aboriginal culture and customs, and a sound knowledge of current issues relating to Aboriginal people.
- Proven experience to communicate and work effectively with Aboriginal people and communities in a way which displays empathy and cultural sensitivity.

- Proven ability to 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 racial background.
- Experience with working with special needs groups and agencies.
- Experience in providing counselling services.
- Understanding of, and ability to manage, the spirit and principles of the Premier's Safety Commitment and the legislative requirements of the Work Health & Safety Act, Regulations and associated Codes of Practice, utilising AS/NZS ISO 31000:2018 Risk Management.

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 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