

JOB AND PERSON SPECIFICATION

Title of Position : Driver (Casual)
Classification : MFD9
Location : Cadell Training Centre
Reports To : Manager Industries

CORRECTIONAL SERVICES
Position No: M29470
Division : Custodial Services

JOB AND PERSON SPECIFICATION APPROVAL

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Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

Responsible and accountable to Manager Industries for general driving duties, delivery of refrigerated goods to the metropolitan area, other institutions and other areas as directed. Process associated documentation in relation to deliveries and assisting with the security, operation and quality service delivery of the storage and distribution functions at Cadell Training Centre. Drive departmental vehicles for pickup and deliveries. Work in a team environment.

KEY STAKEHOLDER INTERACTION

The Driver reports to and accountable to the Manager Industries, working in a team environment with other support services personnel. The Driver is a member of the Support Services team and works closely with the Property, Canteen and Prison Industries personnel. Required to liaise with all work areas within the institution

BRANCH PROFILE

The Statewide Operations Directorate is responsible for the safe and secure correctional services to remand and sentences prisoners and offenders, including the management and operation of the nine South Australian prisons, 16 Community Corrections Centres, Operational Support and Performance Branch, Security and Emergency Management Branch, Prison Infrastructure Commissioning Team and The Ethics, Intelligence and Investigations Unit.

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 a Prison Rehabilitative Industries Manufacturing Enterprises Unit (PRIME) that provides employment and training opportunities in a variety of skills including horticulture, dairy farming, and garage/workshop functions.

The Support Services provides administrative functions to the Centre in relation to human, physical and financial 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.
- Some out of hours work may be required
- Duties require manual handling and lifting
- A current South Australian Driver's Licence, HR (Heavy Rigid) Truck licence and forklift 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**Contribute to the delivery and storage functions at Cadell Training Centre by:**

- Good working knowledge of handling and storage of perishable food items
- Handling of refrigerated dairy products
- Awareness of hazardous goods and dangerous substances
- Ability to communicate effectively with all customers.
- Undertaking general driving duties, deliveries and pick-ups to and from internal/external locations
- Processing associated documentation in relation to deliveries including vehicle logbooks
- Ensuring prompt and efficient delivery and collection of goods for the Institution
- Ensuring prompt and efficient delivery of goods to all areas within the Prison
- Ensuring the receipt and proper storage of essential commodities
- Checking the quantity and condition of goods received is in accordance with the delivery advice
- Ensure the truck is maintained to a high standard on a daily basis.
- Receiving and issuing of all supplies to designated areas within the Prison complex
- Unloading and storing goods to enable appropriate manual handling, reducing waste, maintaining security controls, good housekeeping practices to prevent contamination, damage, perishing and theft
- Entering details of stock items issued to maintain an account of stock on hand
- Assessing inventory stocks, recording replenishment quantities and delivering to respective locations
- Decanting of chemicals and labelling containers accurately
- General housekeeping and maintenance of the Main Store and associated facilities

- Monitoring and recording details for compliance to HACCAP system
- Assisting with stock takes and adhering to protocols for controlling movement of stock and equipment within the institution
- Assisting with the relocation of items and equipment to accommodate the institutions needs
- Monitoring tasks performed by the prisoner located in the Store

Contribute to the Asset Management system by

- Labelling assets with appropriate data
- Completing asset forms for all new transferred and deleted assets
- Disposing or salvage of unserviceable, surplus and antiquated plant and equipment
- Recording and tracking of assets moving within and out of the institution including when repairs and maintenance occurs

Contribute to the continuous improvement of services of the Support Services Unit in a pro-active manner by:

- Attending and contributing to regular meetings in accordance with agreed protocols, goals and initiatives developed by the group
 - Contributing to the development of an annual business plan for the work area
 - Assisting in other Business Units during times of staff shortages
 - Participating in the performance management and individual development process
 - Maintaining and encouraging a team approach, high morale and a positive and supportive outlook when interacting with other members
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- 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

Not applicable

PERSONAL CRITERIA**Essential Criteria**

- Demonstrated ability to deliver quality customer service.
- Ability to communicate effectively with people at all levels.
- Ability to work independently or as part of a team and to work accurately with set time limits.
- Demonstrated use of initiative and self-motivation
- Ability to be flexible and adapt to workplace changes.
- Knowledge of and adherence to Manual Handling procedures.
- Ability to interpret and adhere to legislative requirements and the knowledge of the Public Sector, Equal Opportunity Acts, Work Health Safety Act and Regulations.

Desirable Criteria

- 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.