Government of South Australia
Department for Correctional Services

MAKING A DIFFERENCE SO SOUTH AUSTRALIA THRIVES

JOB AND PERSON SPECIFICATION

Title of Position: Correctional Industry Officer (AAU)
Classification: CO3
Location: Port Augusta Prison
Reports To: Manager Industries

CORRECTIONAL SERVICES
Position No: M30537
Division: Statewide Services

JOB AND PERSON SPECIFICATION APPROVAL

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Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Correctional Industry Officer is responsible to the Manager Industries for the security, safety and control of prisoners in their care; the assessment, training and advising of prisoners in all aspects of production of specified products or relevant industry requirements. The supervision and direction of the prisoner work group and the provision of assistance to other Correctional Industry Officers and Correctional Officers. To ensure that Departmental procedures are complied with and those work standards are optimised and maintained.

The Correctional Industry Officer will be trained to be multifunctional in all aspects of the prison industries and work in a team environment and set work priorities under general direction.

KEY STAKEHOLDER INTERACTION

The Correctional Industry Officer reports to the Manager Industries and may be required to assist in the operations of the prison when required and to liaise with other industry work groups/stakeholders from the private sector on technical and product issues.

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.

As the largest prison in South Australia, Port Augusta has facilities and capacity to provide services, development and work opportunities for up to approximately 625 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.

Port Augusta Prison employs approximately 360 staff, comprised of Operational, Site Services and Offender Development staff.

Port Augusta Prison also has a Prison Industries Unit 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 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.
- Hours of duty are 38 per week, over five days (or rostered over 7 days in some institutions), some out of hours work may be required.

- Required to successfully complete Certificate III in Correctional Practice within 12 months (if not already completed)

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

Ensure the efficient operation of prison industries by:

- Assisting in establishing and operating any new commercial venture which is likely to provide the Department with a financially viable industry and additional vocational training opportunities for prisoners;
- Assisting with the planning and development of prison industries by providing technical advice to other staff allocated to the work place and using trade knowledge to advise the unit or team;
- Assisting the prison industries to sell prison industry produce through potential and existing customers and by providing assistance to and liaison with relevant contractors, Local and State Government authorities and Departmental clients as required;
- Contribute to the prison industries functions, procedures/recommendations, planning and work practices so that daily routines are carried out in an efficient and effective manner;
- Participate in training requirements for industry staff and assist in the development of appropriate programs;
- During periods when prisoners are not able to/will not work, assist/facilitate prison industries discharge contractual obligations and complete maintenance programs that would otherwise have been performed by prisoners;
- Working in accordance with all management system policies and procedures as developed for Work Health Safety, Quality Management.
- Ensuring delivery of Aboriginal focussed programs
- Ensure that the gardens area in institution are maintained and all areas are kept clean and free of any debris.

Assisting in the rehabilitation of prisoners by;

- Delivering and/or assessing both accredited and non-accredited prisoner vocational programs to prisoners employed within the Industries Unit;
- Contributing to the Case Management of prisoners by recording case notes and reporting of prisoners at risk and referring to Intervention Services, where appropriate;
- Assisting in the implementation of a structured day for prisoners;
- Interviewing and counselling prisoners in regard to matters of behaviour, attitude, rules, procedures, discipline and general welfare so as to ensure the safe, secure and humane containment of prisoners and the achievement of prison industry work policies and objectives;
- Assisting in other accommodation and/or operational areas as required.

Ensure the safety and security of the prison and prison industries by:

- Managing prisoner behaviour, searching prisoners and areas, responding to incidents;
- securing, accounting for, maintaining and monitoring the use, condition and storage of tools of trade, production equipment and raw materials;

- Contributing to the safety and security of the institution by reporting incidents and paying prisoner pay entitlements;
- Direct prisoners in safe work practices so as to enable prisoners to work in a safe manner;
- Identifying and reporting, to the Manager/Coordinator, Prison Industries, workplace hazards and unsafe work practices;
- Inducting prisoners into worksite operations so that prisoners are aware of worksite requirements and that tasks allocated are consistent with their ability;
- Being responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others;
- Being responsible for early notification and reporting of workplace hazards, incidents and injuries.

Contribute to the financial and physical resource management by:

- Monitoring of production budgets and related expenditure;
- Ensuring that product materials are acquired efficiently and that wastage is minimised;
- Ensuring that physical stocktakes are undertaken in accordance with policy direction;
- Monitoring of plant and equipment including replacement and maintenance programs;
- Ensuring that equipment and materials are appropriately accounted for, minimising the risk of theft, fraud or misuse.

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:

- Certificate III in Correctional Practice (refer Special Conditions)
- Possession of a relevant Trade qualification, or a relevant industry recognised qualification or a minimum 3 years comparative relevant industry experience.
- Senior First Aid Certificate

Desirable:

- Certificate IV in Correctional Practice
- Certificate IV in Training & Assessment
- Possession of a relevant qualification in relevant industry (eg Certificate III in Horticulture)

PERSONAL CRITERIA

Essential Criteria

- Demonstrated ability to practically apply experience and knowledge to the operation of a commercial industry environment.
- Demonstrated interpersonal and written communication skills with the ability to mediate and resolve conflict situations
- Demonstrated capacity to provide supervision by effective management, development and training of a diverse work group.
- Practical knowledge in the identification of plant and equipment maintenance and replacement.
- Knowledge and experience in the safe operation of general machinery and tools/equipment.
- Understanding of cultural needs of prisoners within a workgroup
- Demonstrated ability to practically apply experience and knowledge to the operation of a commercial garden

Desirable Criteria

- Knowledge of budget processes.
- 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.