Government of South Australia
Department for Correctional Services

JOB AND PERSON SPECIFICATION

Title of Position: Parole Administration Officer
Classification: ASO2
Location: Parole Board
Reports To: Secretary/Executive Officer

CORRECTIONAL SERVICES
Position No: M28314 / P70820
Division: Statewide Services

JOB AND PERSON SPECIFICATION APPROVAL

……/……/ ……
Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Parole Administration Officer is accountable to the Secretary/Executive Officer through the Team Leader. The incumbent contributes to the provision of administrative support services to the Parole Board of South Australia. The duties include the provision of keyboard services to the Board and processing reports and requests in relation to parolees and prisoners for release onto parole, progress reports and breaches of parole.

KEY STAKEHOLDER INTERACTION

The position reports to the Team Leader and works collaboratively with the administration team to provide a service to the Parole Board of South Australia.

BRANCH PROFILE

The Parole Board Secretariat provides administrative support to the Parole Board of South Australia and comprises the Secretary to the Board and clerical staff who are employed by the Department.

The Parole Board is an independent statutory body which considers applications for the release of prisoners serving a term of imprisonment of five years or more, sets parole conditions for the release of all prisoners who qualify for parole and monitors the progress of parolees in the community through assigned Parole Officers

Although the Secretariat has a primary responsibility to the Parole Board, as a section of the Community Corrections Division, it also administers the appropriate conditional release of prisoners and provides ongoing advice and support to Departmental staff.

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

1. The position has general responsibility for:

- Providing a timely and accurate administration service to the Parole Board of South Australia.
- Preparing agendas, parole files and other documentation for forwarding to Parole Board members prior to Parole Board meetings.
- Ensuring the accurate preparation and dissemination of Parole Board determinations and forwarding same to prisoners, institutions and Community Corrections.
- Maintaining a schedule of prisoners and parolees listed to appear before the Parole Board.
- Receiving and processing incoming Community Corrections Officers minutes for inclusion on the Parole Board meeting agendas including detailing the issues for consideration by the Board.
- Processing applications for release onto parole, automatic releases onto parole pursuant to the relevant legislation.
- Processing progress reports, variation requests and breach minutes.
- Ensure a basic information service to stakeholders and the general public is provided when senior staff are unavailable.
- Maintaining and processing records for parole administration (i.e. redirection and/or culling of files, updating Justice Information System records, updating statistical data for the Parole Board.
- Responsible for the ongoing maintenance of the digital file management system including collation, scanning and data entry of information.
- Assisting the Secretary, Parole Board in researching information for the Parole Board.

2. Contribute to the promotion and implementation of the General Public Sector management aims, personnel management standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.

3. Responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others.

4. Responsible for early notification and reporting of workplace hazards, incidents and injuries.

QUALIFICATIONS

Essential: Nil

Desirable: Nil

PERSONAL CRITERIA

Essential Criteria

- Demonstrated ability to work effectively as part of a team.
- Well developed administrative/organisational skills including demonstrated proficiency in keyboard and word processing skills, use of Microsoft Word, experience with general office systems and an ability to maintain statistical records.
- Demonstrated ability to cope with fluctuating workloads and exercise drive and initiative under limited supervision.
- Ability to work under pressure, to adhere to deadlines and prioritise workloads.
- A willingness and ability to adapt to/learn new information systems.
- Demonstrated ability to recognise and deal appropriately with confidential matters and use tact and discretion in dealing with all levels of management, staff and clients.
- Ability to communicate effectively both orally and in writing to produce quality outcomes.

Desirable Criteria

- Experience in the use of the Justice Information System.
- Experience in the electronic scanning of documents
- Experience in Records Management systems.
- Working knowledge of various functions of the Department for Correctional Services.
- 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.