



## JOB AND PERSON SPECIFICATION

<b>Title of Position: Vocational Training/ Activities Coordinator</b>	<b>CORRECTIONAL SERVICES</b>
<b>Classification: CO04</b>	<b>Position No: M30393</b>
<b>Location: Mobilong Prison</b>	<b>Division: Statewide Operations</b>
<b>Reports To: Manager Offender Development</b>	

### JOB AND PERSON SPECIFICATION APPROVAL

*H. Mills* 20/2/2024

Chief Executive or Delegate

### JOB SPECIFICATION

#### KEY PURPOSE OF THE POSITION

The Vocational Training/Activities Coordinator is responsible to the Manager Offender Development for the planning, coordination and prioritising all prisoner Programs, Activities and Vocational training placements to assist the effective implementation, management and support of Activities, Vocational and Structured Day opportunities for prisoners within Mobilong Prison. The role is responsible for providing direction and control over the Vocational and Activities schedules, including ensuring the co-ordination of operations.

#### KEY STAKEHOLDER INTERACTION

The Vocational Training/Activities Coordinator will:

- Report directly to the Manager Offender Development;
- Liaise closely with Manager Offender Development, Accommodation Managers, Security Manager, Education Coordinator and works as a member of a multi-disciplinary team inclusive of but not limited to Case Management, Structured Day/Accommodation and Industries/ Employment Coordinators, Supervisors, Correctional Industries Officers and Offender Development Unit.
- Provides direction and support to Recreation and Correctional Officers during prisoner Activity and Vocational programs.

#### BRANCH PROFILE

Mobilong Prison is located near Murray Bridge, 75km east of Adelaide, and provides accommodation for medium and low security male prisoners. It has the capacity to accommodate 472 prisoners.

Mobilong Prison is an open campus medium security prison, which maximises opportunities for prisoners to engage in employment, education, recreation and programs to address their offending behaviour and contributes to an overall reduction in recidivism.

Mobilong Prison actively promotes prisoner participation in case management providing opportunities for personal responsibility, progression through incentive based living environments, employment and activities.

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.

The Southern Business Centre is located at Mobilong Prison. The Business Centre services Mobilong Prison, Cadell Training Centre, Berri, Murray Bridge, Mount Gambier, Adelaide, Port Adelaide, Edwardstown and Noarlunga Community Correctional Centres, Intensive Compliance Unit and Statewide Services which includes the Parole Board, Courts Unit, Multi-Agency Programs and Victim Services Unit. The services include Human Resources, Finance, WHS, and Procurement functions.

**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.
- Hours of duty are 38 hours per week, Monday to Friday.
- 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**

**Responsible for co-ordinating, monitoring and overseeing the planning, management and security of Recreation and Rehabilitation Programs and Activities for prisoners at Mobilong Prison by:**

- Contributing toward the implementation of the Prisoner Activities and Program Plan and Structured Day opportunities by liaising with the Manager Offender Development, Structured Day/Accommodation, Industries/Employment, Case Management and Education Coordinators, Offender Development Staff, work supervisors and SAPHS and provide direct feedback to the prisoner as required.
- Developing relationships with community and external agencies to assist with delivering structured programs / activities and vocational training opportunities.
- Developing and managing infrastructure and equipment plans to ensure vocational programs and activities operate effectively.
- Ensuring access and control requirements are met including the induction of external service providers.
- Coordinating and support the Vocational Training, Activities and Programs for prisoners at Mobilong Prison in support of the Structured Day.
- Liaising with Manager Offender Development, Recreation Officers, Case Management Coordinators Unit Managers and Unit Staff to induct prisoners into Structured Day daily routine in the unit routines including Work/Education/Pre Vocation/Structured activities.
- Contributing to the overall management of prisoners by the provision of written and verbal reports including case notes and case review attendances as required.

**Responsible for the planning and coordination of all prisoners' access to appropriate Vocational Training, Programs and Activities at Mobilong Prison by:**

- Implementing transparent systems of information management for the day to day routine of Structured Activities and Programs for prisoners.
- Providing advice to Management on the co-ordination of prisoner attendance at Vocational Training, Programs and Activities.
- Advising on the availability and access to a range of Prisoner Vocational Training, Programs and Activities.

- Negotiating and coordinating with external agencies in relation to the delivery of prisoner Programs and Activities.
- Contributing toward the maintenance of standards in the delivery of Prisoner Vocational Training, Programs and Activities.
- Providing case notes concerning the progress of prisoners, positive progress reports and/or any behaviour management issues as they arise specific to their participation in Prisoner Vocational Training, Programs and Activities as necessary.
- Supporting staff and external service providers in the management of prisoner Programs and Activities.
- Providing advice to external Grant applicants and assisting management in the preparation of external funding submissions for Prisoner Vocational Training, Programs and Activities delivery at Mobilong.

**Participate as an active member of the management team at Mobilong Prison including:**

- Attending management meetings as required.
- Providing accurate regular evaluation and assessment reports of the attendance and effectiveness of the Vocational Training Programs and Activities to management, including updating spread sheets/KEX with data surrounding external vocational education (e.g. TAFESA).

**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

Desirable: Certificate IV in Correctional Practice  
Certificate IV Assessment and Workplace Training

**PERSONAL CRITERIA****Essential Criteria**

- Demonstrated competence in interpersonal and verbal communication skills, to enable effective communication with all levels of staff, prisoners, management, external service providers and stakeholders.
- Demonstrated ability to develop, plan and implement programs and activities across a large organisation
- Demonstrated ability to provide direction, motivate, organise, oversee and co-ordinate activities, staff, volunteers and prisoners from a wide range of ethnic and cultural backgrounds Demonstrated ability to mediate, guide and resolve conflict situations in a custodial environment.
- Sound knowledge of Case Management principles and practices in a custodial environment.
- Demonstrated knowledge of the Correctional Officer's role and responsibilities and the principles of case management, dynamic and static security in a modern correctional environment.
- Proven ability to prioritise and review objectives, procedures and workloads, recognise when changes need to be made, and to manage the change process in an innovative environment.
- Demonstrated high levels of integrity and professionalism, with the commitment to quality service delivery and enhancement of professionalism within the Prison.
- Experience in the Justice Information System and other Information Technology.

**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.