



The GEO Group Australia Pty Ltd.

POSITION DESCRIPTION

Position Title	VOCATIONAL SERVICES MANAGER
Reference Number	PD139
Department	VOCATIONAL SERVICES
Position Reports To	GENERAL MANAGER
Positions Reporting To This Role	EDUCATION COORDINATOR, TRADE SUPERVISORS, FARM MANAGER, EMPLOYMENT COORDINATOR, LEARNING RESOURCE CENTRE COORDINATOR, ADMINISTRATION SERVICES OFFICER (ASO) - VOCATIONAL SERVICES
Work Location And Travel	This position is located at Junee Correctional Centre on Park Lane, Junee, NSW 2663.
Operating Environment	<p>Junee Correctional Centre is located in Junee, New South Wales, 40 kilometres north-east of Wagga Wagga.</p> <p>Junee has been continually managed by GEO on behalf of Corrective Services NSW since opening in 1993. It is New South Wales' largest regional correctional centre.</p> <p>Junee's primary role is to safely and securely house up to 910 adult inmates (or up to the capacity of available beds) and progress their sentence plans by delivering a comprehensive range of education, vocational training, reintegration and offending behaviour programs. Together, these lower a inmate's risk of reoffending and increase the likelihood of successful community reintegration.</p> <p>The team at Junee achieves exceptionally high levels of inmate engagement with its responsive interventions. This includes developing strategies that encourage and enable previously-marginalised inmate groups such as Indigenous Australians and the chronically ill to participate.</p> <p>Interstate travel may be required.</p>
Position Summary	The Vocational Services Manager (VSM) is responsible for the ongoing integration and strategic direction of education, vocational training and inmate employment. The VSM ensures inmates engage in meaningful and interesting work, that literacy and numeracy is woven into industries and other inmate employment, and that skills developed have real world application.

The VSM has management and administration responsibilities across a range of industries and domestic operations including the farm, laundry, cleaning and recycling. The VSM is also responsible for increasing the post-release employability of inmates by providing access to nationally recognized and accredited education and vocational training opportunities that meet local and state- wide workforce demands.

By building post-release employment pathways and increasing the job readiness and employability of Junee's inmates, the VSM contributes to GEO's goal of increasing positive community reintegration outcomes and reducing re-offending.

Key Accountabilities

- Integrate the GEO Continuum of Care vision and operating philosophy into the fabric of the prison environment, ensuring all staff are aligned to inmate rehabilitation and reintegration through vocational services.
- Lead by example, demonstrating the benefits and value of prosocial inmate engagement in developing a positive prison social climate.
- Demonstrate and model GEO values in everything you do – **Integrity, Respect, Accountable, Agile and Innovation.**
- Contribute to the strategic direction of Junee's Vocational Services Department including the delivery of quality education, relevant vocational training and meaningful inmate employment.
- Provide direct line management to the Education Coordinator, Trade Instructors, Employment Coordinator, Learning Resource Centre Coordinator and an Administration Support Officer.
- Provide operational management and oversight of all Industry Trade Training Centres (ITTCs) which may include construction, engineering and automotive, horticulture, hospitality and maintenance, and domestic operations including farm, laundry, cleaning and recycling.
- Provide operational management and oversight of education and vocational training services and the Learning Resource Centre ensuring eligible inmates are assessed for their education and training needs, responsive interventions are identified and reflected in case plans, and service delivery timeframes are met.
- Ensure each VET program is delivered by a Registered Training Organisation (RTO) that is registered with the Australian Skills Quality Authority.
- Ensure vocational training meaningfully contributes to employability through meeting identifiable labour skill shortages and the vocational interests of Inmates.
- Effectively manage contracts with commercial partners and subcontractors.
- Identify employment partners and pathways for Inmates exiting the Prison based on the skills learned through vocational training, ITTCs and domestic operations.
- Monitor changing conditions of Inmate labour supply, customer relations, and Inmates' needs providing the General Manager with timely reports on the operating performance of all Vocational Services.
- Efficiently and effectively manage the Vocational Services budget and ensure production targets are met.

- Develop, implement and review all policies and procedures relating to functional department responsibilities in line with any contractual, GEO and Legislative requirements in place and ensuring ongoing continuous improvement of these.
- Participate in inmate management committees, community consultative committees, policy and procedure development, continuous improvement and other tasks assigned by the General Manager.
- Responsible for ensuring contractual compliance to service specifications, KPI's, reporting, planning and legislative requirements as it pertains to the Vocational Services model.
- Ensure compliance with all contract Performance Measures, Company Policies and Procedures and the Governance, Risk and Compliance Manual.

Key Selection Criteria:

- Tertiary qualifications in education and/or trade management experience.
- Minimum 3 years supervisory, coordination or management experience in a trade or teaching environment.
- Sound working knowledge and proven experience in at least one of: manufacturing operations, warehouse operations, food services management, purchasing or other relevant industry.
- Proven ability to manage and motivate staff in a team environment.
- Proven ability to think strategically and independently, be resourceful and make responsible decisions.
- A commitment to positively meeting the employment and vocational training needs of inmates and a genuine desire to contribute to reducing reoffending.
- Proven ability to plan, establish priorities, work objectives and problem solve.
- Qualifications in Business Management (desirable).
- Certificate IV in Workplace Training and Assessment (desirable).

Other Requirements of the Role

- Ability to work within a correctional setting, which will involve direct contact with inmates.
- Valid and current full Australian driver's licence.
- Satisfactory completion of a National Criminal History Check.
- Ability to obtain and maintain a security clearance.
- Work outside of ordinary business hours may be required on occasion.

Employee Acceptance/Manager Approval

I acknowledge that the statements included in this position description are intended to reflect duties and responsibilities that I may be required to undertake and are not to be interpreted as being all inclusive.

I have read, understood and accepted the above position description and associated attachments.

EMPLOYEE'S NAME	SIGNATURE	DATE

Manager Approval (of Position Description)

NAME	SIGNATURE	DATE
S. Brideoake		07.10.20

Master copy lodged with HO (SMT only)

Master copy lodged with department monitor