



The GEO Group Australia Pty Ltd.

POSITION DESCRIPTION

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| Position Title | ASO CUSTODIAL SERVICES |
| Reference Number | PD103 |
| Department | CUSTODIAL SERVICES |
| Position Reports To | DEPUTY GENERAL MANAGER |
| Positions Reporting To This Role | NIL |
| 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 prisoners (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 prisoner's risk of reoffending and increase the likelihood of successful community reintegration.</p> <p>The team at Junee achieves exceptionally high levels of prisoner engagement with its responsive interventions. This includes developing strategies that encourage and enable previously-marginalised prisoner groups such as Indigenous Australians and the chronically ill to participate.</p> <p>Interstate travel may be required.</p> |
| Position Summary | Provide administrative support for the day-to-day functioning of the Custodial Services Department of Junee Correctional Centre. |

Key Accountabilities

- Provide general administrative support to the Deputy General Manager, Operations and Correctional Managers (including contract compliance, word processing, spreadsheets, report preparation, etc), as directed by the Deputy General Manager.
- Collect, collate and ensure accuracy of Custodial Services statistics.
- Assist in collating information from Daily Security Reports.
- Assist in the preparation, review and continuation of PRLA orders, prior to dissemination to the General Manager for ratification.
- Prepare inmate legal mail for distribution to accommodation units. Assist in preparing GIPA applications.
- Record inmate disciplines on OIMS and in Unit spreadsheets.
- Maintain Unit registers/records/logs/Assist in filing inmate-related documents. Schedule legal and professional visitor appointments.
- Maintain document management system (TRIM).
- Prepare, attend and take minutes of operational meetings. Distribute minutes.
- Prepare Monthly Reports consolidate and storing registers, logs and documentations for archiving.
- Maintain Deputy General Manager's Office, including all office systems.
- Answer and respond to (direct and telephone) inquiries when the Deputy General Manager is out of the office.
- Understand and advise (Custodial Services staff) in relation to Junee Correctional Centre Operating Procedures and GEO policies and procedures.
- Other duties and responsibilities as directed by the Deputy General Manager from time to time.
- Cooperate with the employer's efforts to comply with the requirements of the WHS Act 2011. Accept responsibility for the health, safety and welfare of subordinates, inmates, contractors and visitors under the employee's supervision. Comply with the employer's policy and procedures enabling compliance with the WHS Act 2011.
- Cooperate with the GEO Group Australia's efforts to establish, maintain and continuously improve the GEO Environmental Management System in accordance with the requirements ISO 14001, the GEO Quality Management System in accordance with the requirements of ISO 9001 and the integration of these systems. These GEO systems are based on best practice standards and where appropriate are also fully accredited. Ensure compliance with all Company Policies and Procedures and the Governance, Risk and Compliance Manual.

Key Selection Criteria:

- Demonstrated experience and/or qualifications in administrative functions.
 - Proven skills in the use and application of a range of computer software in a Windows environment, including MS Word, Excel and Outlook. Willing to learn new software packages.
 - Demonstrated ability to perform work with consistent accuracy and high attention to detail (including data entry).
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- Demonstrated experience and/or qualifications in compliance, including KPI's.
- Demonstrated experience working effectively in a multi-disciplinary team environment.
- Ability to set priorities and meet deadlines.
- Proven ability to communicate clearly and effectively, both orally and in writing, within the organisation and with external parties.
- Demonstrated analytical skills. Ability to research, collate data and prepare reports.
- Ability to locate, understand and promote understanding of Operating Procedures and Corporate Policies.
- Ability to maintain a high level of confidentiality.

Desirable:

- Knowledge of document management systems (TRIM) would be an advantage.

Other Requirements of the Role

- Ability to work within a correctional setting, which will involve direct contact with prisoners.
- 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 |
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Manager Approval (of Position Description)

| NAME | SIGNATURE | DATE |
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Master copy lodged with HO (SLT only)

Master copy lodged with department monitor