



The GEO Group Australia Pty Ltd.

## POSITION DESCRIPTION

<b>Position Title</b>	<b>ASO SENTENCE ADMINISTRATION</b>
<b>Reference Number</b>	PD003
<b>Department</b>	CUSTODIAL SERVICES
<b>Position Reports To</b>	SENTENCE ADMINISTRATION SUPERVISOR & OPERATIONS MANAGER
<b>Positions Reporting To This Role</b>	NIL
<b>Work Location And Travel</b>	This position is located at <b>Junee Correctional Centre</b> on Park Lane, Junee, NSW 2663.
<b>Operating Environment</b>	<p><b>Junee Correctional Centre</b> 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>
<b>Position Summary</b>	Provide clerical support in relation to the processing of all correspondence related to Inmate incarceration. Maintain controls for Inmate Warrant file security. Maintenance of paperwork for each Inmate Warrant file within Junee Correctional Centre.

## Key Accountabilities

- Process and record all information from courts pertaining to Inmate incarceration in accordance with the Crimes (Sentencing Procedure) Act 1999 and relevant GEO and Corrective Services NSW policy and procedures.
- Complete Audits and checks in accordance with Corrective Services NSW policy and procedure.
- Maintain data record integrity in relation to Inmate Warrant files and electronic recording systems.
- Prepare and submit reports as required by GEO and Corrective Services NSW policy and procedures.
- Assist the Case Management department in the classification and review process of all inmates.
- Assist the Operations Department in the reception and screening process as outlined in relevant policy and legislation.
- Prepare Centrelink list for Resettlement.
- Any other duties as directed.
- Co-operate 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.
- Co-operate 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.

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## Key Selection Criteria:

- Knowledge of Prisons, Sentencing Justices and Bails Acts and associated regulations.
  - Ability to interpret court determinations.
  - Experience in a computerised work environment/multi-discipline, team structure.
  - Ability to set priorities and meet deadlines.
  - Effective oral and written communication skills.
  - Demonstrated ability to perform work at a high degree of accuracy and confidentiality.
  - Demonstrated knowledge of Equal Employment Opportunity.
  - Ability to rapidly acquire knowledge of GEO policies and procedures relevant to the position.
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### 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.

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### 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		21.10.20

Master copy lodged with HO (SMT only)

Master copy lodged with department monitor