

POSITION DESCRIPTION (NON SMT)

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| Position Title | Trade Instructor |
| Reference Number | RPPD703 |
| Department | Vocational Services |
| Position reports to | Vocational Services Manager |
| Positions reporting to this role | |
| Work Location and Travel | This position is located at Ravenhall Correctional Centre on 101-201, Riding Boundary Rd, Ravenhall, VIC 3023. |
| Organisational Overview | <p>Our goal is to deliver better corrections, and in doing so, create safer communities.</p> <p>We measure our success in delivering 'better corrections' in two ways: against our objective of being Australia's best provider of correctional services, as well as our ability to make these services better over time through innovation and continual improvement.</p> <p>We measure our success in delivering 'safer communities' through our ability to successfully reintegrate the prisoners we release, with corresponding reductions in their rate of reoffending.</p> <p>To reduce reoffending we apply the GEO Continuum of Care:</p> <ul style="list-style-type: none"> • We work not only in our correctional centres but continue our services out into the community to support our prisoners after release • We work not only with our prisoners but also with those critical to their rehabilitation and reintegration such as families, social networks and other service providers • We work not only during our prisoners' sentences but also afterwards as they leave the correctional system and return fully to their communities. <p>Our five values which deliver Better Corrections, Safer Communities are that we Partner, we Lead, we Deliver, we Measure and we Respond.</p> |
| Operating Environment | <p>Ravenhall Correctional Centre is located in Ravenhall, Victoria, 25 kilometres from Melbourne.</p> <p>Ravenhall is a 1000 (built for 1300) bed medium security prison for adult sentenced males. Its contemporary campus-style design</p> |

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| | <p>reflects four accommodation communities with varying profiles: 1) induction and transition, 2) youth and indigenous, 3) challenging behaviours and more settled prisoners and 4) protection. Community accommodation is complimented by a further 75-bed Forensic Mental Health Unit, 25-bed Unit for prisoners with significant challenging behaviours, and a 25-bed Mission Unit designed to respond intensively and therapeutically to current community issues. In recognition of the importance of Continuum of Care, Ravenhall extends its presence into the community by providing ex-prisoners with access to post-release support at GEO's Community Reintegration Centre.</p> <p>Through investment in opportunities for prisoners to engage in work, education and programs, prisoners are not only held safely and securely but given every chance to turn their lives around. Issues behind much of the crime in our communities – such as violent attitudes, anti-social behaviours and the abuse of drugs and alcohol – are addressed through innovative programs and interventions. At the same time helping prisoners with day-to-day challenges such as gaining and holding down employment and finding a suitable place to live also help prevent a return to crime.</p> <p>Ravenhall's unprecedented emphasis on offender rehabilitation and reintegration is evidenced by a significantly sized team of clinicians, working in concert with a number of Victoria's most respected organisations including Forensicare, Correct Care, YMCA, Melbourne City Mission and The Kangan Institute, Ravenhall provides an integrated service system that collaboratively brings about lasting positive change in the lives of prisoners pre- and post-release. Through these partnerships the objective of Safer Victorian Communities is achieved.</p> |
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| Position Summary | <p>The primary objective of the Trade Instructor is to supervise the behaviour and activities of prisoners on a day to day basis, coordinate and provide occupational training in a controlled and safe work environment similar to that experienced outside secure custody. The Trade Instructor will be supervising prisoners located in but not limited to bakery, textiles, timber, metal and community work teams.</p> |
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Job Profile

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| Key Role Accountabilities: |
| <ul style="list-style-type: none"> Assist in the management of quality control systems within the area to ensure product meets client needs. Implement sound OH&S procedures and practices consistent with Australian/ New Zealand Standards ISO 45001 to ensure safety is at the forefront of all planning. Ensure a detailed training plan is developed for all industry equipment and all safety operation procedures are highlighted. |

- Ensure every prisoner is fully trained and competent in the proper operation of any equipment prior to operation and that training is duly recorded.
- Attend meetings with the Vocational Service Manager to review procedures and performance.
- Liaise and communicate with operations staff and other TAFE staff based within the Correctional Centre.
- Ensure that any perceived breaches of security are reported immediately to the Vocational Service Manager.
- Perform all additional duties instructed by Vocational Service Manager.
- Develop a sense of pride and play an integral role in the rehabilitation of offenders through the development of a work ethic, which can be translated to employment outside secure custody.
- Assist in the escort of vehicles both within the Centre and externally when required.

General Responsibilities as a GEO Non Senior Management Team Member:

- Ensure GEO's primary goal of reducing reoffending is at the core of everything you do.
- Inspire and motivate others, communicating professionally and assertively, working harmoniously as part of a multi-disciplinary team. Build and maintain effective professional relationships with internal and external stakeholders.
- Complete work in a timely and consistent manner and to a high quality standard in line with local and/or corporate policies, procedures and operating manuals.
- Have clear understanding of day to day deliverables.
- Complete all required training requirements within designated timeframes
- Maintain a satisfactory attendance record.
- Understand and ensure that the integrated management system described in the Governance, Risk and Compliance Manual (GRC) and Quality, Environmental, Safety (including Food Safety) Policies is complied with; and ensure any operational, quality, environmental, workplace safety or food safety non-conformance, incident or accident is immediately reported through the appropriate channels.
- Display high levels of integrity and honesty and adhere to GEO's HR2.01 Code of Conduct and Ethical Behaviour, as well as all other applicable policies and procedures.
- Invest in continuous self-development and the development of others.

Position requirements:

Key Selection Criteria

Essential:

- Relevant Industry qualifications and/or experience including but not limited to bakery, textiles, timber and metal.
- Experience in managing production targets, deadlines, inventory and stock.
- Ability to write comprehensive reports and correspondence.
- Ability to supervise and train prisoners and to handle situations in a fair, firm, and equitable manner.
- Demonstrated high level of communication skills, including the ability to negotiate and interact with people from varying ethnic backgrounds.
- Demonstrated ability to provide training and instruction to prisoners.

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| | <ul style="list-style-type: none"> • Ability to initiate new ideas and apply creative solutions to the resolution of problems. • Assist in the development of the identified industry on a commercial basis. • Be able to understand and operate different types of machinery and equipment as required. • Sound knowledge of OH&S requirements. <p>Desirable:</p> <ul style="list-style-type: none"> • Certificate III in Correctional Practice. • Certificate IV in Workplace Training and Assessment. • Current First Aid certificate. |
| Other Requirements of the Role | <ul style="list-style-type: none"> • 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. |

| APPROVED BY | SIGNATURE | DATE |
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| General Manager | | |
| Relevant Director | | |
| Director Employee and Industrial Relations | | |
| Managing Director | | |

Employee Acceptance

I acknowledge that:

- 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.

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

Master copy lodged with department monitor ☐