

POSITION DESCRIPTION (NON SMT)

Position Title	Senior Education Officer
Reference Number	RPPD701
Department	Vocational Services
Position reports to	Vocational Services Manager
Positions reporting to this role	Learning Resource Coordinator
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>

	<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 Senior Education Officer (SEO) is directly responsible for promoting and supporting education and vocational training programs at Ravenhall. The SEO will ensure positive outcomes for Prisoners by promoting service integration and collaboration between education providers and GEO staff.</p>
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Job Profile

Key Role Accountabilities:	
	<ul style="list-style-type: none"> • Work closely with the Learning Resource Centre Coordinator to ensure the Learning Resource Centre is operating effectively and efficiently and consistent with the local operating procedures. • Support collaboration between education and vocational training providers and GEO operational staff. • Promote awareness of the importance of prisoner engagement in education and training to increase reintegration and decrease recidivism. • Develop, implement and manage local prison processes to maximise opportunities for prisoner

participation in VET, and identify and introduce process improvements where required.

- Manage and maintain the education and vocational training content in the Centre's Learning Management System (LMS)
- Support distance education for prisoners, including communicating with service providers, managing material, and coordinating relevant assessments.
- Monitor the implementation of prisoner learning plans and ensure prisoners' learning pathways are managed throughout their sentence, including the facilitation of relevant referrals post-release.
- Work with education providers to deliver services in accordance with contractual obligations and resolve service delivery issues where required.
- Participate in and contribute to regional and State-wide meetings with program stakeholders and provide feedback and advice to the Vocational Services Manager.
- Provide assistance to prisoners (where required) to increase engagement in post-release education, including enrolling prisoners online in education courses prior to release
- Attend case management review meetings where required and assist operational staff to support positive outcomes for prisoners.
- Schedule, monitor and facilitate prisoner Education and Training Orientation sessions, as required.
- Work positively with prisoners to encourage and support their participation in education
- Support the accessibility and delivery of education to multi-cultural prisoner groups.
- Actively participate in staff training and professional development opportunities.

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:

- Tertiary qualification and/or experience (min. 2 years) in welfare, education or a disability role.

	<ul style="list-style-type: none"> • Ability to be flexible, cooperative, work in a multi-disciplinary team, and exercise good judgement. • Proven computer skills in data entry and Microsoft Office, including Word and Excel. • Demonstrated ability to coordinate and facilitate programs. <p>Desirable:</p> <ul style="list-style-type: none"> • Certificate IV in Workplace Training and Assessment. • Experience with the administration of Learning Management Systems
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
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

Master copy lodged with HO (SMT only) ☐

Master copy lodged with department monitor ☐