

## POSITION DESCRIPTION (NON SMT)

<b>Position Title</b>	Administration Support Officer (ASO), Records
<b>Reference Number</b>	RPPD216 B
<b>Department</b>	Operations
<b>Position reports to</b>	Reception Store Supervisor Security Manager Operations Manager – Security Services
<b>Positions reporting to this role</b>	N/A
<b>Work Location and Travel</b>	This position is located at <b>Ravenhall Correctional Centre</b> on 101-201, Riding Boundary Rd, Ravenhall, VIC 3023.
<b>Organisational Overview</b>	<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"> <li>• We work not only in our correctional centres but continue our services out into the community to support our prisoners after release</li> <li>• 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</li> <li>• We work not only during our prisoners’ sentences but also afterwards as they leave the correctional system and return fully to their communities.</li> </ul> <p>Our five values which deliver Better Corrections, Safer Communities are that we Partner, we Lead, we Deliver, we Measure and we Respond.</p>

<p><b>Operating Environment</b></p>	<p><b>Ravenhall Correctional Centre</b> 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 reflects four accommodation communities with varying profiles: 1) induction and transition, 2) youth and indigenous, 3) Remand and challenging behaviours and more settled prisoners and 4) Remand and Sentenced 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 Bendigo Kangan Institute. Together, 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>
<p><b>Position Summary</b></p>	<p>To provide high quality of professional and timely sentence administration service delivery Ravenhall Prison. Ensuring compliance with sentence administration procedures.</p>

## Job Profile

### Key Role Accountabilities:

- Process and record all information from courts pertaining to Prisoner incarceration in accordance with the legislative requirements and relevant GEO and Corrections Victoria policy and procedures.
- Complete Audits and checks in accordance with Corrections Victoria policy and procedure.
- Maintain data record integrity in relation to Prisoner Warrant files and electronic recording systems.
- Prepare and submit reports as required by GEO and Corrections Victoria policy and procedures.
- Assist the Programs and Services Department in the classification and review process of all prisoners.
- Assist the Operations Department in the reception and screening process as outlined in relevant policy and legislation.
- Complete and organise all associated paperwork for the processing of release applications for Centrelink monies.
- Perform the duties of an Administration Support Officer, Property as 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.

### Key Selection Criteria

#### Essential:

- Minimum of three years' experience in the Sentence Administration Department (Records).
- Good knowledge of Prisons, Sentencing Justices and Bails Acts and associated regulations.
- Ability to interpret court determinations.
- Experience in a computerised work environment/multi-discipline,

	<p>team structure.</p> <ul style="list-style-type: none"> <li>• Ability to set priorities and meet deadlines.</li> <li>• Effective oral and written communication skills.</li> <li>• Demonstrated ability to perform work at a high degree of accuracy and confidentiality.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Other Requirements of the Role</b>	<ul style="list-style-type: none"> <li>• Ability to work within a correctional setting, which will involve direct contact with prisoners.</li> <li>• Satisfactory completion of a National Criminal History Check.</li> <li>• Ability to obtain and maintain a security clearance.</li> <li>• Work outside of ordinary business hours may be required on occasion.</li> </ul>

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

