



The GEO Group Australia Pty Ltd.

POSITION DESCRIPTION

Position Title	GENERAL MANAGER
Reference Number	PD063
Department	EXECUTIVE ADMINISTRATION
Position Reports To	DIRECTOR, CORRECTIONAL SERVICES (HEAD OFFICE)
Positions Reporting To This Role	Deputy General Manager, Human Resources Manager, Finance and Administration Manager, Health Services Manager, Rehabilitation and Reintegration Manager, Contract & Performance Manager, Executive Support Officer
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

Reporting directly to the Director Correctional Services, at GEO Head Office, the General Manager is responsible for ensuring the Centre functions efficiently and effectively, ensuring the Centre complies to the requirements specified within GEO's management contract with Corrective Services NSW.

Key Accountabilities

- Ensure that the GEO company values of Integrity, Respect, Agility, Accountability and Innovative are integrated as the ideology of all staff's role and purpose.
 - Be responsible for a managerial portfolio that includes and is not limited to:
 - The Operations function of the Centre, with the assistance of the Deputy General Manager and Operations Managers.
 - The Rehabilitation and Reintegration function of the Centre, with the assistance of the Rehabilitation and Reintegration Manager.
 - The Health Services function of the Centre, with the assistance of the Health Services Manager.
 - The Finance and Administration function of the Centre, with the assistance of the Finance and Administration Manager.
 - The Human Resources function of the Centre, with the assistance of the Human Resources Manager.
 - The Governance and Continuous Improvement function of the Centre, with the assistance of the Contract and Performance Manager.
 - Manage and ensure achievement of the Centre's annual budget.
 - Manage in accordance with the company's policies and procedures.
 - Ensure the Centre operates in a manner conducive to the corporate vision of Better Corrections, Safer Communities; achieving this through sound, efficient and proficient Centre management.
 - Provide advice and consultation to GEO Head Office with regards to relevant issues within the Correctional environment.
 - Develop and promote relationships with key stakeholders, including and not limited to:
 - Commissioner, Corrective Services NSW; and the Office of.
 - Monitor, Junee Management Contract; the Office of Probity and Performance, CSNSW.
 - General Manager, Junee Shire Council.
 - Mayor, Junee Shire.
 - Official Visitors; and the Office of Minister for Justice, NSW.
 - State Parole Authority.
 - Various additional government and community groups.
 - GEO Head Office and other GEO sites.
 - Manage and develop staff (including direct and indirect reports) to meet the needs of the staff and the Centre.
 - Overall responsibility for the management of Workplace Health and Safety within the Centre.
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- Overall responsibility for ensuring the maintenance of the Centre's Registered Training Organisation (RTO) accreditation.
- Manage Centre budget, business plans and proposals ensuring cost effectiveness and operating efficiencies are achieved.
- Responsible for the approval of all local Centre Operating Procedures.
- With the assistance of the Executive Support Officer, prepare the Centre Monthly Report for Head Office and CSNSW.
- Be available for on call duty roster 24 hr a day 7 days per week, must be available, when required, to attend the Centre at short notice to respond to serious incidents or emergency situations.
- Be cognisant of 'purpose and place' when undertaking all duties.
- 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 policies 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, and the integration of this system with related management systems to manage quality and workplace safety.
- Undertake reasonable alternate duties, as required by the Director Correctional Services.
- Ensure compliance with all Company Policies and Procedures and the Governance, Risk and Compliance Manual.

Key Selection Criteria:

- A minimum of ten years' experience working within a correctional environment, with a minimum of five years' experience in a senior correctional management role (or equivalent).
- Appropriate tertiary qualification in management or equivalent experience.
- Demonstrated knowledge of policies, procedures, programs, guidelines and orders relating to Correctional Centre management, and to be able to apply these.
- Demonstrated experience in budgetary, financial and human resource management including strategic/business planning, integration and evaluation skills to ensure available resources are used effectively.
- High level communication and interpersonal skills (including analytical, conceptual, problem solving, negotiation and change management) to ensure relationships are built and maintained with relevant staff and stakeholders to support high quality services and professional practice.
- Ability to lead a diverse team of senior management personnel, including the ability to manage conflicting objectives and priorities.
- Appropriate understanding and skills re: the use of Microsoft Office software.
- Maintain a continuing satisfactory security clearance as approved by the Commissioner of Corrective Services NSW.

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

Director Approval (of Position Description)

NAME	SIGNATURE	DATE
Dom Karauria		13.03.20

Dom Karauria

Director

Correctional Services

Master copy lodged with HO (SMT only) ☐

Master copy lodged with department monitor ☐