



The GEO Group Australia Pty Ltd.

POSITION DESCRIPTION

Position Title	EDUCATION COORDINATOR
Reference Number	PD143
Department	VOCATIONAL SERVICES
Position Reports To	VOCATIONAL SERVICES MANAGER
Positions Reporting To This Role	ADULT LEARNING FACILITATORS, TRAINING FACILITATORS, RTO ADMINISTRATOR, ADMINISTRATION 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 inmates (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 an inmate's risk of reoffending and increase the likelihood of successful community reintegration.</p> <p>The team at Junee achieves exceptionally high levels of inmate engagement with its responsive interventions. This includes developing strategies that encourage and enable marginalised inmate groups to participate.</p> <p>Interstate travel may be required.</p>
Position Summary	<p>The Education Coordinator is responsible for leading, planning and managing the delivery of education and vocational training programs to inmates. The Education Coordinator oversees the day-to-day operations of the service ensuring effective scheduling of assessments, education and training, specialist support and mentoring, and ongoing engagement of Adult Learning Facilitators and Training Facilitators in case planning and case management activities.</p> <p>The Education Coordinator is an integral part of the team responsible for the development of skills and behaviours that will</p>

reduce inmate reoffending and contribute to their reintegration and employability on release.

Key Accountabilities

- Integrate the GEO Continuum of Care vision and operating philosophy into the fabric of the prison environment, ensuring all staff are aligned to inmate rehabilitation and reintegration.
 - Lead by example, demonstrating the benefits and value of prosocial inmate engagement in developing a positive prison social climate.
 - Demonstrate and model GEO values in everything you do – **Integrity, Respect, Accountable, Agile and Innovation.**
 - Contribute to the strategic direction of Junee's Vocational Services Department including overseeing the delivery of quality education and vocational training in line with workforce demands.
 - Provide direct line supervision and management of Adult Learning Facilitators, Training Facilitators, RTO Administrator and Administration Support Officer.
 - Responsible for overseeing the scheduling of education and vocational training that supports maximum attendance by inmates, ensuring class sizes are optimised and that Adult Learning Facilitators and Training Facilitators motivate and support inmates to achieve their learning and vocational training goals.
 - Ensures Adult Learning Facilitators and Training Facilitators engage in the assessment, case planning and case management process, engaging with inmates and providing feedback on progress against case plan goals at case reviews.
 - Monitor and evaluate the teaching and learning components of education and training programs to ensure they meet the learning objectives.
 - Oversees the RTO requirements and effective engagement with partner RTOs to ensure timely completion of assessments, issuing of certificates and other administrative requirements.
 - Foster and promote a work environment that is collaborative, empowers staff, values quality and encourages initiative and innovation.
 - Contribute to GEO's Continuum of Care model through ongoing engagement in inmate case management and case reviews as required by the Case Management Committee.
 - Ensure compliance with all contract Key Performance Indicators, Performance Measures, Company Policies and Procedures and the Governance, Risk and Compliance Manual.
 - Undertake and maintain professional development obligations in order to maintain professional currency.
 - 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, patients, contractors and visitors under the employee's supervision. Comply with the employer's policy 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, 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.
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Key Selection Criteria:

- Certificate IV in Training and Assessment (TAE40116 or its successor).
- Demonstrated knowledge and understanding of the Australian Core Skills Framework (ACSF), Core Skills for Work (CSFW), AQF, the VET Quality Framework.
- Demonstrated knowledge in the development of responsive adult learning and/or training packages.
- Experience in the development, implementation and evaluation of education and vocational training programs for individuals or groups.
- Experience in assessing the educational and vocational needs of inmates or disadvantaged groups.
- Experience leading a professional team, implementing change and delivering continuous improvement in a Correctional Centre or similar environment.
- Ability to work effectively with people from diverse backgrounds and life experience.
- Ability to coordinate and supervise a team of Adult Educators.
- Effective oral, written and interpersonal communication skills.
- A commitment to positively meeting the employment, educational and vocational training needs of inmates and a genuine desire to contribute to a reduction in reoffending.

Desirable

- A Bachelor of Education or other appropriate degree qualification.

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
R. Heycock		06.10.21

Master copy lodged with HO (SLT only) ☐Master copy lodged with department monitor ☐