

Tasmania Prison Service

Prison Education Support Officer - Statement of Duties

Objective

The position supports the multi-disciplinary prison education team comprising Service Providers such as TasTAFE, Libraries Tasmania, and other training organisations delivering education, training, learning and information services to prisoners. It provides a first point of contact for prisoners, students and stakeholders using the education spaces, training and library facilities in the Tasmania Prison Service.

Duties

- Provide high level support to the Team Leader, Education staff and Stakeholders, maintaining a TPS consistent presence overseeing use of shared training facilities and multipurpose rooms within the prison.
- Undertake a range of high-level clerical duties including office management, preparing documentation, reporting, facilitating partnership meetings, agenda and minute taking and providing reception and information services.
- Undertake financial related functions such as initiating requisitions, reconciling received goods, handling petty cash, as well as maintaining registers, systems and data bases.
- Provide support and local inductions to students, learners and the general prisoner population in prison education areas, including assisting with digital literacy needs.
- Support the day to day functions of the Prisoner Education System Administrator and liaise/support other TPS staff and external organisations in their facilitation of services as required, providing advice on TPS policies, procedures and reporting requirements.
- Provide supervision and monitoring of prisoner workers/assistants to the Education Team under direction the Prison Education and Training Team Leader.

Level of responsibility

- Directly responsible for a consistent onsite presence in the prison education facilities at the TPS including day to day office management.
- Responsible for maintaining standards of behaviour and providing advice to education service staff on relevant TPS procedures around operating safely within a prison environment.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.

- You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.
- This position will attract the Correctional Facilities Allowance.

Direction and supervision received

- Responsible to the Team Leader Prison Education Team to achieve set outcomes undertaken under routine supervision.

Selection criteria

1. Demonstrated communication and interpersonal skills including the ability to exercise discretion, sensitivity, initiative, flexibility, and confidentiality.
2. Ability to follow procedures and to complete tasks accurately within set timeframes, and to plan, organise and set priorities in an environment subject to competing deadlines and change.
3. Demonstrated experience in undertaking high level office and facility management, reception duties, customer service, basic IT, administrative and clerical functions.
4. Ability to work effectively either individually or as part of a multi-agency team to support clients and staff to access and utilise education resources
5. Demonstrated ability to prepare complex documents, including reports, together with the capacity to undertake research and collect data.
6. Demonstrated maturity, vigilance and capacity to provide oversight to prisoners and work in a prison environment.

Essential requirements

- Nil

Desirable requirements

- Nil

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks
 - Arson and fire setting
 - Violent crimes and crimes against the person
 - Sex-related offences
 - Drug and alcohol related offences
 - Crimes involving dishonesty

- Crimes involving deception
 - Making false declarations
 - Malicious damage and destruction to property
 - Serious traffic offences
 - Crimes against public order or relating to the Administration of Law and Justice
 - Crimes against Executive or the Legislative Power
 - Crimes involving Conspiracy
2. Disciplinary action in previous employment.
 3. Identification check.

Position Summary

Title	Prison Education Support Officer
Number	357540
Award	Tasmania State Service Award
Classification	General Stream Band 3
Division	Corrective Services
Full Time Equivalent	1.0
Division	Tasmania Prison Service
Branch	Intervention and Reintegration Services
Supervisor	Team Leader, Prison Education
Direct Reports	Nil
Location	Risdon Prison
Position category and funding	A236