



The GEO Group Australia Pty Ltd

## POSITION DESCRIPTION AND SELECTION CRITERIA

<b>POSITION TITLE:</b>	Centre General Manager				
<b>REFERENCE NUMBER:</b>	CGM1	<b>VERSION:</b>	1	<b>DATE OF ISSUE:</b>	23/05/13
<b>DEPARTMENT:</b>	Operations				
<b>LOCATION:</b>	Fulham Correctional Centre				
<b>REPORTS TO:</b>	Executive General Manager, Operations				
<b>DIRECT REPORTS:</b>	Finance and Administration Manager, Human Resources Manager, Contract and Compliance Manager, Health Services Manager, Industries Manager, Offender Development Manager and Operations Manager.				
<b>PRIMARY OBJECTIVE:</b>	The General Manager is directly responsible for ensuring that the goals and objectives for the Centre are accomplished according to policy direction from GEO and within the scope define by the client.				

### 1.0 DUTIES AND RESPONSIBILITIES

- 1.1 Reports directly to the GEO Group Australia Pty Ltd. (GEO) Executive General Manager Operations.
- 1.2 Manages effectively and efficiently all staff and resources.
- 1.3 Is responsible for workforce competency and skills uplift in accordance with any jurisdiction or company people development plans.
- 1.4 Provides Leadership to the Centre and represents GEO's interests and those of the Centre to others.
- 1.5 Develops and maintains close working relationships with the representatives of Corrective Services, community groups and other state and local agencies and their representatives.
- 1.6 Approves, initiates, interprets, revises and enforces policies and directives for efficient administration and seeks continuous improvement.
- 1.7 With the Centre Senior Management Team develops forward plans with resource and impact assessments for all parts of the Centre and consults with EGM Operations.
- 1.8 Directs the activities of all functions, assigns duties and delegates authority to accomplish them.
- 1.9 Ensures GEO human resource and industrial relations policies and procedures are implemented.
- 1.10 Ensures the collective responsibility of the Centre Senior Management Team to mutually support all areas of work in the Centre.
- 1.11 Develops and maintains health, safety and welfare programs and complies with the requirements of the Occupational Health and Safety Act and Regulations.

- 1.12 Responsible for the implementation and monitoring of the GEO WGEA Plan and ensures Equal Employment Opportunity legislation requirements are met throughout the Centre.
- 1.13 Responsible for implementing GEO's Quality Assurance Program throughout the Centre.
- 1.14 Ensures Centre emergency response plans are in place, resourced and rehearsed.
- 1.15 Makes regular scheduled and unscheduled physical inspections for health, safety and welfare of prisoners, staff and property for the Centre.
- 1.16 Clears policy matters with the GEO Executive General Manager - Operations, whenever necessary and advises Centre management and staff in those matters they need to become aware.
- 1.17 Analyses proposals, financial statements, records, statistical reports, budget estimates and justifications for proposed expenditure.
- 1.18 Ensures that the Centre is operated in accordance with contractual obligations and all requests for Contract Variation are discussed with and approved by the EGM Operations
- 1.19 Carries out other duties and responsibilities as needed to ensure the effective and successful operations of the Centre.
- 1.20 Responds on a 24 hour, 7 day basis to significant unusual occurrences in the Centre.
- 1.21 Co-operate with the employer's efforts to comply with the requirements of the WH&S Act 2011. Accept responsibility for the health, safety, and welfare of the subordinates, prisoners, contractors and visitors under the employee's supervision and management. Comply with the employer's policy and procedures enabling compliance with the WHS Act 2011.
- 1.22 Co-operate and manage staff in accordance with the GEO Group Australia's efforts to establish, maintain and continuously improve the GEO Environment Management System in accordance with the requirements ISO 14001:2004, and the integration of this system with related management systems to manage quality and workplace safety.
- 1.23 As directed by EGM Operations, the General Manager will address other duties within the scope and capability of the role.

## **2.0 KEY SELECTION CRITERIA**

- 2.1 Demonstrated ability to harmonise and focus the different elements of a Correctional Centre to achieve delivery of targets.
- 2.2 Demonstrated ability to communicate the vision and guiding principles of a Correctional Centre to staff of all disciplines
- 2.3 Demonstrated significant senior operational management experience and responsibility in Corrections.
- 2.4 Demonstrated knowledge and implementation of policies, procedures, programs, guidelines and orders relating to correctional Centre management.
- 2.5 Highly developed communication, negotiating and analytical skills with the ability to effectively communicate with senior officials from government, the community, specialist, union and management groups in both written and verbal mediums.
- 2.6 Demonstrated ability to provide strong leadership and management in a Correctional Centre senior multi-disciplinary team environment.

- 2.7 Demonstrated ability to think and act strategically and to apply rational problem solving processes to Centre issues
- 2.8 Demonstrated knowledge and understanding of quality assurance systems and processes including ability to identify and rectify problems and prevent non-conformities.
- 2.9 Demonstrated ability to manage Work Health and Safety issues and responsibilities including ability to comply with the relevant Act and Regulations.
- 2.10 Some knowledge of applicable legislation as it relates to the Centre and its jurisdiction.
- 2.11 Experience in the management of staff in a multi-faceted institutional environment.
- 2.12 Experience and knowledge of current correctional policy, operational and staffing requirements, support services and management techniques in a corrections environment.
- 2.13 A degree or diploma from an accredited tertiary institution, preferably in a behavioural science supplemented by courses in administration or equivalent experience would be an advantage.

APPROVED BY	SIGNATURE	DATE
Managing Director		
Relevant Executive General Manager		
Executive General Manager HR		

Employee Acceptance

NAME	SIGNATURE	DATE

Master copy lodged with HO (SMT only)  Master copy lodged with department monitor