

ROCI Matrix Senior Correctional Officer											
ROLE		Comments									
Deliverable (or Activity)		Legislation and Policy/Facility									
Strategic Management Accountabilities		O/A	R	R	R	R	R	R	R	R	R
Comply and enforce Legislation, Policy and Procedure		O/A	R	R	R	R	R	R	R	R	R
Implement and display best practice procedures		O/A	R	R	R	R	R	R	R	R	R
Provide consistent high level of customer service		O/A	R	R	R	R	R	R	R	R	R
Promote and support corporate goals and values		O/A	R	R	R	R	R	R	R	R	R
Legislation, Policy and Procedure											
Inmate reception questionnaires				R							
Undertake Performance management as per GSE ACT		R	R	R	R	R	R	R	R	R	R
Participate in monthly meetings		R	R	R	R	R	R	R	R	R	R
Assist staff with IRM Reporting			R	R	R	R	R	R	R	R	* For respective area
Undertake inmate inductions				R	R						
First Class accommodation Journal Log Validation					R	R	R				
Ensure correct evidence management during incident		O/A	R	R	R	R	R	R	R	R	R
After Hours Escort Risk Assessments				R							
Prepare paperwork for Protection Inmates		O/A			R	R					N/S After Hours
Prepare paperwork for Inmate Applications			R	R	R	R	R	R	R	R	* For respective area
Prepare paperwork fo Inmate Requests				C	C	C	C				SAS to consult with SCO's
Ensure compliance to WH&S within area		O/A	R	R	R	R	R	R	R	R	R
Ensure staff are aware of Evacuation Plan		O/A	R	R	R	R	R	R	R	R	R
Have awareness of Centre tiered response plans		O/A	R	R	R	R	R	R	R	R	R
Provide Supervision and Development of IAT First class		I					R				
Custodial Case Management											
Supervise CO's completion of case management tasks										R	
Conduct case note audits										R	
Coordinate classification and case management functions										R	
Oversee the Classification Placement Team										R	
Deliverable (or Activity)		Human Capital Management									
Staff wellbeing & injury management											
48 Hour notifications		O/A	R	R	R	R	R	R	R	R	If SAS unavailable
Safe Work NSW Notification		O/A	R	R	R	R	R	R	R	R	
Assist Staff on Return to Work Plans		O/A	R	R	R	R	R	R	R	R	
Rostering											
28 day scheduling compliance											
Staff rostering requests		O/A	C	C	C	C	C				
Staff on boarding and off Boarding											
Assist with new staff inductions			R	R	R	R	R	R	R	R	* For respective area
Ensure area's post duties are available and up to date			R	R	R	R	R	R	R	R	* For respective area
Leave Management											
Assist in the Manage Excess Recreation leave		O/A	R	R	R	R	R	R	R	R	* For respective area
Continuous Improvement of Staff											
MyPerformance introduction for new staff		O/A	R	R	R	R	R	R	R	R	* For respective area
Ensure compliance of MyPerformance		O/A	R	R	R	R	R	R	R	R	* For respective area
Report staff development undertaken		I	R	R	R	R	R	R	R	R	* For respective area
Staff Training - schedule and compliance		O/A	R	R	R	R	R	R	R	R	
Legend											
O / A		OVERALL ACCOUNTABLE - Overall accountability to ensure compliance and outcomes									
R		RESPONSIBLE - Owns the task and outcomes, Accountable for the task being completed to identified standards									
C		CONSULTED - Not directly responsible or accountable for task, however consulted with opportunity for input									
I		INFORMED - Person should be informed of task being completed									
Note: KPI reporting responsibility has been identified by position. Further work is											

NB: The SCO ROCI matrix was designed to provide a guide as to the tasks and functions of the SCO role. Variations will occur across the system given factors such as the role, size and function of each Correctional Centre, particularly in smaller Centres where there is a variation in the management and/or rank structure. Adaptations to SCO tasks as described in this matrix should be made by Centre management to meet