

National Prison Service crest	<b>Prison Service of XXX National Prison Academy Position Description</b>	National flag
NOTE this is meant as a generic template with instructions for filling out, using Curriculum Development Officer as an example. This template is meant for use in a low income/post-conflict state in the process of building capacity within a fairly new national prison academy.		
<b>Position title:</b>	<insert title of position here> <u>EXAMPLE:</u> Curriculum Development Officer	
<b>Rank:</b>	<insert the rank that the holder of this position should hold> <u>EXAMPLE:</u> Major	
<b>Reports to:</b>	<insert name of position this position reports to> <u>EXAMPLE:</u> Director of Training	
<b>Supervisory responsibilities:</b>	<insert name(s) of position(s) that report to this position> <u>EXAMPLE:</u> <ul style="list-style-type: none"> <li>• Specialist Position Curriculum Development Manager</li> <li>• NCO Curriculum Development Manager</li> <li>• Officer Cadet Curriculum Development Manager</li> <li>• Middle Management Curriculum Development Manager</li> <li>• Senior Leadership Curriculum Development Manager</li> <li>• Learning Assessment/Exam Specialist Manager</li> </ul>	
<b>Overview:</b>	<insert 2 to 5 line general overview of the role of this position. Suggestion: describe the purpose of the position> <u>EXAMPLE:</u> This position supports the professional development and learning section through the design, creation and oversight of all curriculum used by the Prison Academy. This is accomplished by leading a team of curriculum designers to help ensure all training meets the current and future operational requirements of the XXX Prison Service.	
<b>Accountabilities:</b>	<insert, using bullet points, what this position is accountable for> <u>EXAMPLE:</u> This position is accountable for: <ul style="list-style-type: none"> <li>• Close liaison, through the Commandant, with the Training Board and State Training Leaders to ensure operational learning needs of prisons are identified and currently understood;</li> <li>• Creation of professional quality curriculum that meets the current and future operational learning needs of prisons;</li> <li>• Creation of systems, methods and tools to assess learning of students at all levels and that course/program graduates have mastered the knowledge and skills specific to their programme of study.</li> </ul>	

<p><b>Duties:</b></p>	<p><i>&lt;insert, using bullet points, the functional duties of this position&gt;</i>  <u>EXAMPLE:</u></p> <ul style="list-style-type: none"> <li>• Design, develop, review and evaluate curriculum for all levels of Staff Training;</li> <li>• Develop and disseminate guidelines and resources that assist Curriculum Development Managers to translate strategic Prisons Service goals and objectives, and the inputs of the Training Board, into effective student learning in the classroom;</li> <li>• Monitor for quality assurance and supervise the delivery of the curriculum in training centers and the Academy;</li> <li>• Conduct research and evaluation to determine the effectiveness and efficiency of the curriculum;</li> <li>• Provide technical advice to the National and State Prisons recruitment examination committees in the development of the Non-commissioned and Cadet Entrance Assessment examinations;</li> <li>• Supervises and monitor the work of Curriculum Managers and Facilitators assigned to the various subject areas</li> <li>• Chair the recruitment examination committees in conducting interviews to recruit new officers into the Prison Service;</li> <li>• Advise the Directorate on matters relevant to educational policy as well as curriculum planning, design, implementation and evaluation;</li> <li>• Provide technical advice on the facilities, equipment and instructional materials to support the delivery of curriculum;</li> <li>• Attends professional meetings, conferences and training seminars to stay abreast of changes and trends in curriculum development and educational policies.</li> </ul>
<p><b>Qualifications:</b></p>	<p><i>&lt;this section lists the preferred knowledge, experience, qualifications (education, seniority, past prison position experience) preferred for the person holding this position&gt;</i>  <u>EXAMPLE:</u> The ideal candidate for this position should have the following knowledge, skills and experience in order that they be both effective and successful:</p> <ul style="list-style-type: none"> <li>• Ten years or more experience in a supervisory/management position within the XXXX, or similar paramilitary organization;</li> <li>• Three years or more experience as an instructor and/or curriculum designer within the XXXX, or similar paramilitary organization;</li> <li>• Demonstrated substantial level of prior training/education in curriculum design;</li> <li>• Strong knowledge of the learning and professional development needs of the XXXX;</li> <li>• Excellent skills in communicating ideas, directions, tasks, goals;</li> <li>• Excellent supervisory and leadership skills;</li> <li>• Strong skills in planning, organizing and managing projects and teams;</li> <li>• Strong team player;</li> <li>• Proven ability to work in a demanding environment;</li> <li>• Willingness and ability to be located in XXXX.</li> </ul>

<b>Approved by:</b>	<insert name and title of officer authorizing the job description> <u>EXAMPLE</u> : Brigadier XXX, Commandant, Prison Academy
<b>Date of revision:</b>	<insert date of approval, or most recent revision, which ever is most recent> <u>EXAMPLE</u> : 22 October 2012