

Statement of Duties

Tasmania Prison Service Correctional Supervisor

Objective

The position contributes to a safer Tasmania by ensuring the safe and secure containment of inmates and providing them with opportunities for rehabilitation and personal development. The Supervisor leads and supervises a team of assigned correctional staff within a Tasmania Prison Service (TPS) prison facility or area, ensuring all operations comply with policies and procedures

Duties

- Supervise, lead and motivate assigned TPS staff on operational and technical tasks including the appropriate management of resources.
- Assess situations, identify issues, exercise sound judgement and make operational decisions appropriate to their level of responsibility.
- Support the implementation and delivery of the approved TPS Integrated Offender Management Framework for inmates including, case management, delivery of programs and protocols.
- Guide and lead the delivery of security functions, including the operation of contemporary correctional technology.
- Respond to emergency incidents and perform the role of Team Leader in an emergency response capacity.
- Undertake investigations, prepare reports and make appropriate recommendations as required.
- Supervise the performance of assigned staff, including setting and modelling standards of behaviours and technical knowledge and deliver training and coaching.
- Liaise with relevant TPS staff and external stakeholders.
- Resolve complex issues within the immediate work unit or team.
- Support and supervise the implementation of systems, procedures and initiatives in addition to recommending development of those processes if required.
- Promote and encourage workplace diversity and sound Work Health and Safety (WHS) practices.

Level of responsibility

The substantive occupant is responsible for:

- Responsible for the delivery of the team services in accordance with departmental and TPS objectives within allocated resources and agreed timeframes.

- Responsible for maintaining current knowledge of contemporary and developing correctional practices and competencies.
- Exercise discretion and judgement in relation to decision making within the work unit or team. Ensure that the principles of confidentiality, procedural fairness, privacy and probity are maintained.
- Provide adequate instruction, information, supervision and training for your team members, depending on the nature of their work.
- Upholding and championing the [Department's commitment to the safety and wellbeing of children and young people](#); actively participating in and contributing to our rights-based approach to care; meeting all obligations under the Child Safety and Wellbeing Policy, Professional Conduct Policy, and other Departmental child safety policies and complying with mandatory reporting obligations.
- Ensuring efficient and effective management of WHS for your areas of responsibility in accordance with the WHS Act, including to participate in the development and improvement of safety initiatives and safeguarding practices for vulnerable people (including to attend relevant training provided by the Department).
- Contributing to our values-based culture by demonstrating values of Integrity, Respect, Accountability, Inclusive and Collaborative, and leading your team in a values-based manner, including to ensure team members uphold and role model the values.

Direction and supervision received

- Undertake duties including supervision of Correctional Officers within established frameworks, supported by Superintendent where matters are complex or uncommon.

Selection criteria

1. Demonstrated knowledge of contemporary corrections practices and procedures including the ability to implement the principles of Integrated Offender Management.
2. Demonstrated ability to lead and work effectively in a team environment including the capacity to manage performance, motivate, train and develop staff in order to provide a professional service.
3. Well-developed organisational skills and the capacity to deal with and implement change in a challenging environment.
4. Demonstrated self-management skills, judgment, initiative, flexibility, decision-making and motivation.
5. Well-developed interpersonal and communication skills and the proven capacity to, both orally and in writing, convey information in a professional manner.
6. Proven capacity to effectively recognise and manage conflict, recognise and manage inappropriate workplace behaviour and implement appropriate solutions.
7. Be able to understand and apply the requirements of relevant WHS legislation in your areas of responsibility.

Essential requirements

Qualifications and experience:

- Completion of Certificate IV in Correctional Practice; or Certificate IV in Leadership and Management or relevant university qualification; or
- Completion of Internal Written Assessment Paper and attainment of the qualifying score; and
- Achieved a pass mark in TPS job simulation internal assessment(s).

Progression requirements:

- Most recent performance rating assessed as 'achieved' or better;
- Completion of Work Health and Safety Awareness module; and
- Meet fitness test requirements.

NOTE: Essential requirements apply to permanent appointment and promotion only. Applicants who do not possess the essential requirements may be considered for fixed-term appointments. Fitness test requirements are only required to be met by employees appointed to the Tasmania Prison Service post 1 January 2017.

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	Correctional Supervisor
Number	Generic
Award	Correctional Officers Agreement 2023
Classification	Correctional Supervisor
Division	Corrective Services
Full-time equivalent	1.0
Output Group	Tasmania Prison Service
Branch	Various Prison Facilities, State-wide
Supervisor	Superintendent
Direct reports	Assigned team members
Location	Various Prison Facilities located at Risdon, Hobart and Launceston
Position category and funding	A640
CM Reference	DOC/25/74016

Human Resources, Department of Justice

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