

# Correctional Officer Information Tasmania Prison Service

[www.justice.tas.gov.au/prisonservice/career](http://www.justice.tas.gov.au/prisonservice/career)



Contributing to a safer Tasmania through providing safe, secure and constructive environments.

[correctional.officer.recruiting@justice.tas.gov.au](mailto:correctional.officer.recruiting@justice.tas.gov.au)

Development and Recruitment Unit: 03 6165 7276 or 1800 233 911

# Recruitment Process

The following outlines the application and recruitment process:

Submit Application (complete online application form and upload resume)

Stage 1 - Computer Testing

Stage 2 - Evaluation Day and Interview

Stage 3 - Workforce Health Assessment, Referee Reports and Criminal History Background Check

Stage 4 - Offer of Employment

Stage 5 - Recruit Training

The Tasmania Prison Service (TPS) regularly conducts recruitment processes.

During this process an applicant's suitability for selection is assessed.

At the conclusion of the recruitment process those applicants deemed suitable will be offered positions.

Correctional Officer (CO) recruitment is an extensive process that normally takes several months from the time applications close until the time written notification is received. Please be advised that if applications are unsuccessful at any stage of the selection process applicants will not be formally advised until the entire process has been completed. This may take some months due to the complex nature of the selection process. However, after each assessment and testing stage applicants can contact the Administrative Officer by phone on (03) 6165 7276, 1800 233 911 or email [correctional.officer.recruiting@justice.tas.gov.au](mailto:correctional.officer.recruiting@justice.tas.gov.au) who will advise if they have advanced to the next stage.

Keep this booklet for reference only, it is not necessary to submit it with your application.

Submitting applications – Email and text messages are the primary form of communication used by the Tasmania Prison Service during recruitment. The Tasmania Prison Service prefers online applications. [www.justice.tas.gov.au/prisonservice/career](http://www.justice.tas.gov.au/prisonservice/career)

Please ensure that applications are received by the actual closing date and time specified. Late applications will not be accepted.

This document is designed to provide information to assist applicants to decide whether or not to pursue a career in Tasmania as a Correctional Officer and outlines the steps to follow should applicants decide to proceed with their application. Please contact the Tasmania Prison Service (TPS) Staff Development and Recruitment Unit on (03) 6165 7276, 1800 233 911 or [correctional.officer.recruiting@justice.tas.gov.au](mailto:correctional.officer.recruiting@justice.tas.gov.au) for any queries regarding applications and throughout the recruitment process.

PRIVACY NOTE – The Department of Justice (DoJ) is collecting personal information to assess applicant suitability for employment as a Correctional Officer. Failure to provide this information or withholding of information relating to applications may adversely affect the assessment of an applicant's integrity and may result in the rejection of that application, or cancellation of appointment. In the event an applicant is successfully appointed, their name will be displayed on DoJ internal newsletters. Applicants may access and/or correct personal information provided in the application form.

All enquiries can be directed to the Administrative Officer by phone (03) 6165 7276, 1800 233 911.

INTERNATIONAL APPLICANTS – The Tasmania Prison Service does not sponsor international applicants.

Thank you for considering a career with  
The Department of Justice.

Further information about the Department of Justice can be viewed on our website at [www.justice.tas.gov.au](http://www.justice.tas.gov.au).



Note: The TPS does not require applicants to provide a statement addressing selection criteria. The selection criteria will be assessed throughout the various recruitment stages.

We act with **Integrity** **Respect** **Accountability** Our workplaces are **Inclusive** **Collaborative**

# Working as a Correctional Officer

## Overview

The TPS operates five adult correctional centres. These include: Risdon Prison Complex (Medium and Maximum Security), Ron Barwick Prison, Mary Hutchinson Women's Prison, Hobart Reception Prison, and the Launceston Reception Prison. The new Southern Remand Centre, part of the Risdon Prison Complex, will open in the first half of 2022.



The Tasmania Prison Service is committed to its mission of

*'Contributing to a safer Tasmania by ensuring the safe, secure containment of prisoners and providing them with opportunities for rehabilitation and personal development.'*

Prisoners include those that have been sentenced and those who are appealing their sentences. Those held on remand orders are referred to as detainees.

TPS prisons cater for all classifications of detainees and prisoners, maximum, medium and minimum. Whilst in prison, detainees and prisoners have the opportunity to participate in education and training, criminogenic and non-criminogenic programs, sport and recreation activities, industries and reintegration activities.

The TPS employs approximately 310 correctional staff and 110 professional services staff.

The New Southern Remand Centre, part of the Risdon Prison Complex, will open in the first half of 2022.



## Types of work

Officers are responsible for the safe, secure and humane management of prisoners and detainees and provide assistance in developing their work and social skills.

Under the case management model, Officers play a vital role in encouraging prisoners/detainees to participate in programs and industries as well as preparing for their release by participating in reintegration related activities.

The role of a correctional officer includes:

- Dealing face-to-face with prisoners/detainees on a daily basis
- Helping prisoners/detainees resolve their issues and access the support they need
- Managing the health, safety and security of prisoners/detainees
- Ensuring that prisoners/detainees adhere to prison rules and regulations.

The role of a Correctional Officer is a diverse one and has been described as someone who is: a teacher, counsellor, security specialist, role model, manager, pro-social modeller, intelligence officer, emergency response officer, disciplinary officer, mediator and social worker.

The role of the Correctional Officer can be very rewarding but is also very challenging.



# Conditions of Employment

There are a variety of shifts, including day work and full shift work. On full shift work the shifts are predominantly 12-hour rotational shifts, involving days and nights, weekends and public holidays.

Shifts are predominantly:

- 7.00am – 7.00pm and 7.00pm – 7.00am
- 6.30am – 6.30pm and 6.30pm – 6.30am
- 7.00am – 5.00pm

Officers on a shift roster receive eight (8) weeks recreation leave in each 56-week period.

Leave is allocated in accordance with rostering requirements.

Officers on day work receive four (4) weeks recreation leave each calendar year.

After 10 years of service Officers are entitled to 65 days Long Service Leave.

Other leave entitlements that Officers may be eligible for include:

## Carers leave

Bereavement leave

Study leave

Adoption leave

Defence Force leave

Parental leave

Emergency Services leave

Sick leave

Sports or Cultural leave

Requests for leave are assessed on a case-by-case basis.

Leave entitlements accrued by permanent Tasmanian State Government employees can be carried over to positions with the TPS.

Long service leave entitlements accrued by permanent Commonwealth Government employees and Armed Services employees may also be recognised.

Successful applicants whose prior employment was as a Correctional Officer in another jurisdiction/state may have their long service recognised at a rate of 50% up to a maximum of two years.

In each case, confirmation and duration of prior service will be requested and obtained in writing from the appropriate Human Resources section for the purposes of calculating how much prior service is to be recognised.

## Part-time employment options

All TPS Correctional Officer positions are advertised as full-time positions, however, we are occasionally able to offer part-time employment and flexible working arrangements for those applicants who are unable, or who do not wish, to work full time.

We encourage all applicants to submit their applications.

The TPS will negotiate hours on a case-by-case basis for successful applicants.

## Salary

Title	Rank	Shift Work Salary*	Day Work Salary
Correctional Officer Recruit Training			\$56,001
Correctional Officer	Probationary	\$76,956	
Correctional Officer	Grade 1	\$79,967	
Correctional Officer	Grade 2	\$83,299	
Correctional Officer	Grade 3	\$84,964	
Correctional Officer	First Class	\$86,604	

Pay rates as at 1/12/2020

## Uniform

Probationary Correctional Officers are provided with a full uniform the week before commencement on the recruit training program.

Uniform issue includes shoes, trousers, tie, shirts, jumper, jacket, belt, socks, hat and personal protective equipment.

## Ongoing training opportunities

The TPS is committed to the ongoing professional development of both correctional and professional services staff members.

Officers are required to participate in ongoing mandatory training to ensure that they can competently carry out their role, particularly in relation to emergency responses.

All Officers, Supervisors and Managers can commence and continue with accredited training qualifications throughout their career, these include:

- Certificate III Correctional Practice (Adult Custodial Specialisation)
- Certificate IV in Leadership & Management
- Diploma of Management
- Diploma of Correctional Administration

## Information evening

During each recruitment campaign the TPS provides applicants with the opportunity to attend an Information Evening. These are currently held in the south of the state however it is possible to attend online.

During the session, potential applicants are shown a presentation on the role of Correctional Officers, and senior staff are available to discuss the positions in more detail and answer questions.

The dates, times and location of Information Evenings are available on the TPS Careers website ([www.justice.tas.gov.au/prisonservice/career](http://www.justice.tas.gov.au/prisonservice/career)) or by phoning the Administrative Officer on (03) 6165 7276 or 1800 233 911.



# Job Profile

## Of a Correctional Officer

### Primary objective

A Correctional Officer works as part of a team responsible for the safe, secure and humane management of detainees and prisoners within and external to correctional facilities. Correctional Officer duties require interaction with prisoners/detainees, guidance, assistance and referral to programs designed to assist in prisoner rehabilitation and reintegration.

### Key responsibilities

- + Supervising detainees and prisoners, which includes monitoring and observing them.
- + Employing appropriate security measures to ensure the safe custody of detainees and prisoners including monitoring property and equipment and conducting random searches of property and prisoners/detainees.
- + Advising detainees and prisoners of their rights and responsibilities whilst in custody.
- + Provide case management to detainees and prisoners according to the TPS Integrated Offender Management Framework.
- + Demonstrating professional positive role modelling behaviour on daily basis (pro-social modelling).
- + Ensuring detainees and prisoners maintain acceptable levels of hygiene and cleanliness.
- + Assisting in determining a prisoner's rehabilitation (sentence) plan and encouraging prisoners to participate in their individual rehabilitation and reintegration plans.
- + Providing reports on individuals' rehabilitation progress, or security, welfare or behaviour.
- + Undertaking escorts of detainees and prisoners inside the prison.
- + Transportation and supervision of detainees/prisoners outside the prison.

### Key responsibilities

- + Undertaking non-complex investigations.
- + Responding to emergencies (including conflict, injuries and medical crises).
- + Participate in ongoing and regular training to maintain currency of core qualifications.
- + Displaying and promoting workplace diversity, integrity, ethics, TPS values and sound Work Health & Safety practices.
- + Supporting the implementation of systems, procedures and initiatives throughout the TPS.
- + Liaising with TPS staff and external stakeholders.
- + Active contribution to the resolution of issues within the work team.
- + Operating contemporary corrections technology (including security management systems, CCTV, alarms, radios, etc.).

### Expected behaviours

- TPS employees demonstrate ethical behaviour, professionalism and integrity by:
- + Being respectful, honest, fair and consistent
  - + Being open-minded to other beliefs and opinions
  - + Demonstrating enthusiasm and commitment in our work
  - + Recognising good work and striving towards continuous improvement
  - + Leading by example and taking responsibility for our actions
  - + Communicating with our colleagues and others in an accountable and timely manner
  - + Embracing the benefits of teamwork.

# Values of the Department of Justice

## Applicant requirements

- Demonstrated ability to work effectively and build strong working relationships in challenging and dynamic team environments.
- Sound organisational skills and the capacity to deal with change in a challenging environment and the proven capacity to effectively recognise conflict and apply appropriate solutions.
- Demonstrated self-management skills, judgment, initiative, flexibility and motivation, along with the ability to follow policy and procedures to complete tasks accurately and within deadlines, and the capacity to adapt to, and participate in organisational change and to deal with multiple tasks simultaneously.
- Sound interpersonal and communication skills with a high level of literacy (including digital literacy) and numeracy skills and the proven capacity to, both orally and in writing, convey information in a professional manner.
- Demonstrated experience using current office technology, particularly Microsoft Office Software to produce high quality documents and reports as well as an ability to adapt to new technology as required.
- Strong personal qualities including resilience, integrity, honesty, impartiality, discretion, respectfulness and courage.
- The ability to quickly acquire knowledge of contemporary corrections practices and procedures, including the ability to apply the principles of Integrated Offender Management (Case Management).
- Be fit and healthy (confirmed by a Workforce Health Assessment).
- Be of good character.
- Meet a criminal history background check.
- Be an Australian Citizen or hold Permanent Resident Status.
- Successfully pass all stages of the recruitment process.

TPS employees also need to meet the values of the Department of Justice, where all employees act with integrity, respect and accountability, and contribute to making our workplace inclusive and collaborative.

## Applicants should be able to demonstrate attributes in the following areas:

Team orientation	Objective and self-aware
Strength and stamina	Able to read people and situations
Resilience	Able to think critically
Respectful and Courteous	Consistent and approachable
Supportive and accountable	Able to problem solve
Assertive and decisive	Courage
Adaptable and flexible	Integrity
Dependable and motivated	High-level active listening
Patient and tolerant	

Successful applicants will undergo 10 weeks training with the TPS to help further develop these skills and abilities and enable them to become a professional and effective Correctional Officer.



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# Correctional Officer

## Training Program

Correctional Officers - Probationary are employed under a 12-month probationary contract subject to successful completion of training and assessment requirements.

After successful selection as a Correctional Officer, recruits will undertake full-time, off-the-job and workplace training for 10 weeks, prior to placement on operational duties at a correctional facility. The training provides successful trainees with the opportunity to acquire a nationally recognised qualification, the Certificate III in Correctional Practice (Adult Custodial Specialisation).

The training comprises both classroom-based learning, practical activities and job placements rotating through various posts within the prison system. Recruits placed onto posts throughout their training are doubled up with experienced Officers. Payment for all recruits during the 10-week induction program is \$56,001 (per annum) and hours are 8:45am – 4:45pm (although during on-post placement, recruits are expected to complete shifts from 7:00am – 5.00pm).

The training delivered is not only relevant to contemporary corrective service practice but is also comprehensive, interesting and interactive. Some of the training sessions designed to equip recruits with the knowledge required include:

- Acts and Regulations, Standard Operating Procedures, Director's Standing Orders
- Written communications (including report writing)
- Interviewing skills
- Security rationale and procedures
- Prisoner/detainee management
- Case management
- Work Health & Safety training
- Correctional health services, prisoner programs and services
- Searching procedures and protocols including drug detection
- Integrated Offender Management including Case Management
- Fire, breathing apparatus and First Aid/CPR
- Observation skills
- Radio, Closed Circuit TV (CCTV), X-Ray machines, alarm systems and electronic communication
- Responding to incidents and accidents
- Control techniques
- Ethics and workplace behaviours
- Roles and functions of a Correctional Officer
- Maintaining good order and control
- Hostage response and precautions
- Manipulation avoidance



# Application Stages

## Initial appraisal of application

After initial appraisal of the Resume/Curriculum Vitae and application form, applicants will be notified via email that they have advanced to Stage 1 – Written Assessments.

## Written assessments

These are online tests designed to assess literacy and numeracy along with computer literacy, as well as aptitude for the job. The combined tests take around two and a half hours. The Cognify Test measures cognitive ability - problem solving, numerical reasoning and verbal knowledge. The Work Safety Assessment and Personality Factor Questionnaire cannot be studied for. Applicants are encouraged to answer all questions honestly. Trying to 'fake' or 'pre-empt' answers can be disadvantageous.

## Evaluation assessment day

Applicants who successfully pass the Written Assessment phase will be invited to attend an Evaluation Assessment Day. On the Evaluation Assessment Day applicants will undertake a number of activities, which are designed to assess applicants against the selection criteria and test suitability for the role. The Evaluation Assessment Day is conducted on a weekday. Evaluations take approximately eight hours. Applicants who successfully demonstrate suitability for the role of Correctional Officer will be invited to an Interview.

## Interview

At the interview, applicants are asked a series of standardised questions. Applicants are not expected to have any specialist knowledge. However, it is expected that applicants will be aware of the role of Correctional Officer (that is the Objective, Responsibilities and Expected Behaviours outlined earlier in this document).

## Workforce health assessment

A pre-employment health assessment is conducted to further assess suitability to undertake the duties of a Correctional Officer. Applicants who successfully advance to interview may be required to complete a Workforce Health Assessment. The TPS, in conjunction with the independent assessors who carry out the testing, will provide candidates with the details of the testing venue and appointment time. The tests include (but are not limited to) Hearing, Lung Function, Body Mass Index (BMI), Skin Examination, Skeletal Assessment, Range of Movement (ROM), Vision Tests (near, distance, colour, peripheral), Cardiovascular (three-minute step test), Strength (grip, shoulder, neck, back, finger), Loco-motor and Nervous System.

## Referee reports

It is essential for applications to be properly assessed, therefore former supervisors/managers will be contacted to discuss an applicant's history as an employee to verify suitability for the role of Correctional Officer. If an applicant is currently unemployed their most recent employer details are required.

Note: Referees are not contacted until after interviews are conducted. Applicants may choose not to advise their referee of their application unless they reach interview stage. We do recommend that after applicants have attended an interview that they discuss their application with referees prior to us contacting them. Referees may be asked to verify claims made in the application and during interview.

## Criminal background check

Criminal history background checks will be conducted on all applicants to ensure that the requirements for employment as a Correctional Officer, as outlined in the Statement of Duties, are met. These checks include State and National Police Checks. Correctional Officers are required to uphold the law with integrity. That integrity is eroded by serious criminal convictions and as a result, an application from a candidate who has serious convictions may not be progressed.

Applicants must make full disclosure of all criminal convictions including any traffic/driving infringements, spent convictions and juvenile offences. Failure to disclose may result in an application being unsuccessful or cancellation of appointment.

Applicants will be required to obtain their own National Police Check, but will be advised when to submit their application to Tasmania Police (or their relevant state Police Service). Only checks obtained through the Police Services will be accepted.

## Offers of employment

Offers of employment are made to those applicants who are successful in all stages of the selection process. Successful applicants will be formally notified by email.