

## Tasmania Prison Service

### Correctional Officer - Statement of Duties

#### Objective

The mission of the Tasmania Prison Service (TPS) is to contribute to a safer Tasmania by ensuring the safe and secure containment of inmates, and providing them with opportunities and rehabilitation and personal development. To provide prison services of the highest quality that has the confidence and understanding of the Tasmanian community.

All employees of the Tasmania Prison Service are expected to abide by the Values of the Department of Justice where all employees are to act with integrity, respect and accountability within workplaces which are inclusive and collaborative.

A Correctional Officer contributes to the safe, humane and secure containment of inmates and their rehabilitation.

#### Duties

- Undertake operational and technical tasks as required.
- Support the application and delivery of the approved TPS Integrated Offender Management Framework for inmates including case management, delivery of programs and suicide and self-harm protocols.
- Undertake the delivery of security functions and, where necessary, emergency procedures, including the operation of contemporary corrections technology.
- Undertake less complex investigations and prepare reports as required.
- Participate in performance management; undertake training and professional development; and model accepted TPS standards of behaviour.
- Liaise with TPS staff, inmates and external stakeholders.
- Actively contribute to the resolution of issues within the work unit or team.
- Support the implementation of systems, procedures and initiatives throughout the TPS.
- Display, promote and encourage workplace diversity, integrity, ethics, TPS values and sound Work Health & Safety practices.

#### Level of responsibility

- Expected to exercise initiative and judgment whilst working within relevant legislation, operational guidelines, Director's Standing Orders, and Standard Operating Procedures. 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, privacy and probity are maintained.

- Conduct your work in a safe manner such that it does not put yourself or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.
- You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

### **Direction and supervision received**

- Receives direct supervision from a correctional supervisor or manager and will receive guidance, direction, support and informative feedback from other senior TPS staff.

### **Selection criteria**

- 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 required 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).

### **Essential requirements**

- Physical fitness, medical suitability and psychological characteristics appropriate to the duties of Correctional Officer.

### **Desirable requirements**

- Current unrestricted driver's licence.

## 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:

I. 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

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| <b>Title</b>                         | Correctional Officer   |
| <b>Number</b>                        | Generic  |
| <b>Award</b>                         | Correctional Officers Agreement 2023                               |
| <b>Classification</b>                | Correctional Officer   |
| <b>Division</b>                      | Corrective Services  |
| <b>Full Time Equivalent</b>          | As specified   |
| <b>Output Group</b>                  | Tasmania Prison Service  |
| <b>Branch</b>                        | Corrective Services  |
| <b>Supervisor</b>                    | Correctional Supervisor  |
| <b>Direct Reports</b>                | Nil  |
| <b>Location</b>                      | Various prison facilities located at Hobart, Risdon and Launceston |
| <b>Position category and funding</b> | Various  |