



ACT
Government

**Justice and Community Safety
ACT Corrective Services
Custodial Operations
Court Transport Unit**

Trainee Correctional Officer

(upon successful completion of training a Correctional Officer Grade 1)

Details: ACT Corrective Services, Canberra, is looking for people with demonstrated life experience, personal integrity, self-confidence and exceptional communication skills to become Correctional Officers. An interest in community safety, the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds, is essential. We are keen to hear from women and from Aboriginal and Torres Strait Islander people. Successful applicants will receive a training salary for the first nine weeks (\$44,421). The starting salary following this training period will range between \$60,694 and \$72,377 per annum, plus superannuation. All of the training you will require to work as a Correctional Officer will be provided during the first nine weeks of your employment. This includes everything from relevant legislation and policies, to report writing and dealing with challenging behaviours. You will complete the training with a genuine sense of accomplishment and confidence. You will also be supported to complete a fully funded, nationally recognised Certificate III in Correctional Practice during your first 12 months. Full time and casual opportunities available. All vacancies are based at the Court Transport Unit, Canberra City. ACT Corrective Services will be hosting an information evening for people interested in learning more about these opportunities. Senior ACT Correctives Services staff will team up with current Correctional Officers and staff from Community Corrections to talk about what it is like to work in a correctional environment. There will be plenty of opportunities to ask lots of questions. There will also be discreet opportunities to learn more about careers in corrections for women, young people and people from diverse backgrounds, as well as details about the training. The information session will be held at the Hellenic Club, Woden: 18:00pm – 19:30pm, Thursday 21 June 2018. **REGISTRATION:** You must register to attend the information session. Please telephone (02) 6205 1754 or email BSWDT@act.gov.au. For more information, please see the Frequently Asked Questions document available on the ACT Government jobs website.

Eligibility/Other Requirements: Candidates who successfully complete each stage will undergo a medical assessment and a criminal history check and will be required to have a current Working with Vulnerable People Clearance upon commencement of the Training Course. Permanent and casual officers will be required to complete a Certificate III in Correctional Practice within the first 12 months. Current Correctional Officers of ACT Corrective Services will be required to undertake each stage of the recruitment process, including psychometric assessment; however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external candidates, assessed at each stage. To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). For casual employment this is not a requirement. A current driver's licence is also required.

Note: Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria; (3) a current resume; (4) the names and contact details of two referees; and (5) a copy of your Driver's Licence. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor. Candidates who are not currently working may use an immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months. The recruitment process takes approximately three months. You will be notified if you do not progress from one stage to the next. There are four stages to this recruitment process: (1) initial application assessment; (2) psychometric (psychological aptitude) testing (please note, we are unable to provide feedback about the results of the psychometric test); (3) interview; and (4) referee assessment.

Contact Officer: John Plume (02) 6207 5673 john.plume@act.gov.au

For further information, please visit www.jobs.act.gov.au

Applications Close: 28 June 2018.

TO APPLY ON-LINE