



ACT
Government

**Justice and Community Safety
ACT Corretive Service
Custodial Operations**

Trainee Correctional Officer

Correctional Officer Trainee (after successful completion of training a Correctional Officer Grade 1)

Salary Range: \$44,421 (Trainee Salary) \$60,694 - \$72,377 (salary only after successful completion of Training) (PN: 11350, several)

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 eight weeks (\$44,421). The starting salary following this training period will range between \$60,694 - \$72,377 per annum, plus superannuation and the potential for allowances. The initial training will provide you with the knowledge and skills to prepare you for the role of a Correctional Officer. The training program is a combination of classroom based theory, challenging practical activities/scenarios and on the job placements. 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. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Candidates who successfully complete each stage will undergo a medical assessment and a police check and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 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. To be eligible for this recruitment process and permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). This is not a requirement for casual employment. A current driver's licence is also required. 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.

Note: There are several full time and casual opportunities available. All vacancies are located in Canberra. ACT Corrective Services will be hosting two information evenings for people interested in learning more about these opportunities. Senior ACT Corrective Services staff will team up with current Correctional Officers 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. **NORTHSIDE:** 18:00 – 19:30, Monday 3 June 2019, Eastlake, Gungahlin. **SOUTHSIDE:** 18:00 – 19:30, Tuesday 4 June 2019, Hellenic Club, Woden. **REGISTRATION:** You must register to attend one of the information evenings. Please telephone (02) 6205 9585 or email BSWDT@act.gov.au. For more information, please see the Frequently Asked Questions document available on the ACT Government jobs website.

How to Apply: 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. 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. You will be notified if you do not progress from one stage to the next.

Applications Close: 17 June 2019.

**CLICK FOR FURTHER
INFORMATION AND TO APPLY**