



**ACT**  
Government

**Justice and Community Safety**

**ACT Corrective Services**

**Community Corrections and Release Planning**

**Community Operations**

## **Probation and Parole Officer**

**Administrative Services Officer Class 6**

**Salary Range: \$85,394 - \$97,732 (PN: 46200, several)**

**Details:** A career opportunity has arisen in ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Community Corrections and Release Planning as a Probation and Parole Officer (PPO). A career as a PPO is unlike any other in the Public Service and is challenging and genuinely rewarding. In collaboration with offenders, you will be required to assess, develop, implement and monitor case management plans that aim to reduce the potential for reoffending. You will also be required to carry out home visit assessments and supervise and monitor offenders living in the community, as well as advise and direct offenders to appropriate community based offender management programs. As a PPO you will be required to provide written and verbal reports to the Courts and releasing authorities in relation to offender management, risk assessment and intervention. To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. A capacity to meet critical deadlines is essential. Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds. 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:** Experience working with offenders and relevant tertiary qualifications are highly desirable. Eligible candidates will be required to undergo a National police check. A Certificate IV in Correctional Practice or the ability to achieve this qualification within 12 months of commencing employment. Must complete designated ACTCS PPO suite of training programs within 12 months of commencing employment. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence, and a willingness/ability to drive within ACT, is essential. Prior to commencing this role, 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Position number 46200 is a designated position and is only open to Aboriginal and Torres Strait Islander people. Therefore, the following qualification applies. This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

**Note:** There are permanent and temporary positions available.

**How to Apply:** For further information, please visit [www.jobs.act.gov.au](http://www.jobs.act.gov.au)

**Contact Officer:** Jack Powsey (02) 6207 1069 [jack.powsey@act.gov.au](mailto:jack.powsey@act.gov.au)

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

**Applications Close:** 10 April 2020

**CLICK FOR FURTHER  
INFORMATION AND TO APPLY**