



ACT
Government

Justice and Community Safety

ACT Corrective Services

Custodial Operations

Correctional Officer Trainee

Trainee Correctional Officer (Correctional Officer Class 1 \$65,807 - \$78,473 - upon successful completion of training)

Salary Range: \$48,163 (PN: 11367, 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 manage and respond to people from a wide range of cultures and backgrounds, is essential. Women and Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Successful applicants will receive a training salary for the first ten weeks (\$48,813). We will provide you with all the relevant training to be a competent and accomplished Correctional Officer in the first ten weeks of your employment. This includes everything from legislations and policies, to report writing and dealing with challenging behaviours. You will also be supported to complete a fully funded, nationally recognised Certificate III in Correctional Practice within the first 12 months. The starting salary following the successful completion of this training will range between \$65,807 and \$78,473 per annum, plus superannuation. These positions are based at the Alexander Maconochie Centre.

ACT Corrective Services will be hosting two information sessions 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. As we continue to deal with the impact of COVID-19 it is important we adhere to and maintain social-distancing (at least 1.5 metres). Due to the indoor gathering restrictions, you **MUST** register if you are interested in attending the information session.

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:

- Relevant custodial experience or Certificate III in Correctional Practice are essential. If Certificate III in Correctional Practice is not held it must be attained within 12 months of date of entry to service.
- Current unrestricted driver's licence is essential.
- Senior First Aid Certificate is desirable.
- Relevant tertiary qualifications desirable.
- Candidates who successfully complete each stage will undergo a medical assessment and a National Police Check.
- 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.

- 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.

Note: The information sessions are not mandatory; this is an opportunity to obtain further information about the job and recruitment process. The information sessions will be held at the Hellenic Club, Woden: 18:30pm – 19:30pm, Tuesday 17th November 2020 and 18:30pm – 19:30pm and Tuesday 24th November 2020 at Gungahlin Eastlake. **REGISTRATION:** Please email BSWDT@act.gov.au. The salary range will be increasing on the 10 December 2020 - CO1 to \$66,695 - \$79,532 in accordance with the Correctional Officers Enterprise Agreement 2018-2021.

For more information, please see the Frequently Asked Questions document available on the ACT Government jobs website.

Applications that do not provide the full suite of documentation required will not be considered by ACT Corrective Services. Interested applicants are required to submit the following as part of the application process:

- 1 A two-page pitch indicating your capacity to perform the duties and responsibilities outlined in the Position Description and outline how your abilities, experience and/or qualifications make you suitable for this role.
- 2 Updated curriculum vitae with contact details of at least two referees, one of which should ideally be a current or immediate past Supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months; and
- 3 A copy of your driver's licence.

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.

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.

How to Apply: For further information, please visit www.jobs.act.gov.au

Contact Officer: People and Culture Unit
BSWDT@act.gov.au

Applications Close: 04 December 2020.

**CLICK FOR FURTHER
INFORMATION AND
TO APPLY**