



**ACT**  
Government

## Justice and Community Safety

### ACT Corrective Services

#### Court Transport Unit

# Trainee Correctional Officer

## Correctional Officer Class 1

Salary Range: \$66,695 - \$79,532 (PN: 32700, 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 ten weeks (\$48,813). The starting salary following the successful completion of this training will range between \$66,695 and \$79,532 per annum, plus superannuation. 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. These positions 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 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, on Tuesday 16th March 2021.

**REGISTRATION:** You must register to attend the information session. Please telephone (02) 6205 9585 or email [ACTCSpeopleandculture@act.gov.au](mailto:ACTCSpeopleandculture@act.gov.au). For more information, please see the Frequently Asked Questions document available on the ACT Government jobs website.

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.

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.

#### 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 license is essential.
- Senior First Aid Certificate is essential
- Relevant tertiary qualifications desirable.
- This position requires pre-employment psychological and medical testing and Police record check.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* maybe 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) .

**Note:** Applications that do not provide the full suite of documentation required will not be considered by ACT Corrective Services.

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

**Contact Officer:** James Taylor-Dayus (02) 6207 1615 [james.taylor-dayus@act.gov.au](mailto:james.taylor-dayus@act.gov.au)

**Applications Close:** 31 March 2021

**CLICK FOR FURTHER  
INFORMATION AND TO APPLY**