

JUSTICE AND COMMUNITY SAFETY DIRECTORATE OVERVIEW:

ACT Corrective Services is a part of the Justice and Community Safety Directorate, which delivers and contributes to upholding the rule of law, the Westminster style of democratic government and the principles of fairness, equity and tolerance in the relationship between the government and our community.

ACT CORRECTIVE SERVICES OVERVIEW:

Our Values: **Respect | Integrity | Collaboration | Innovation | Dignity**

Our Vision: To be recognised as a leader in the provision of effective Corrective Services which positively change lives, reduce re-offending and prevent future victims.

Our Mission: To contribute to a safer community through:

- The safe, secure, decent and humane management of offenders both in custody and the community; and
 - The provision of sustainable opportunities for offenders to lead law abiding and productive lives in the community through rehabilitation and reintegration.
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BUSINESS DIVISION AND UNIT OVERVIEW:

Custodial Operations is responsible for the:

- secure operations of the Alexander Machonochie Centre (AMC) and the Court Transport Unit (CTU);
- safe and humane management of detainees; and
- delivery of rehabilitative opportunities for detainees through programs, industries and education

POSITION DESCRIPTION:

BUSINESS DIVISION AND UNIT: Court Transport Unit, Custodial Operations	POSITION TITLE: Correctional Officer Class 1
Position No: Various	Classification: COR1
Reports to: Correctional Officer Class 2	Reporting Staff: Nil
Location: Court Transport Unit, Canberra City	
Primary Objective(s): To adhere to the operational philosophy of ACT Corrective Services and promote a positive, rehabilitative culture and environment.	
DUTIES AND RESPONSIBILITIES	
1. Perform the functions of a Correctional Officer in accordance with relevant legislation, policies and procedures.	
2. Maintain security and order within correctional facilities.	
3. Provide care and safe custody of all detainees within correctional facilities.	
4. Supervise detainee activities and assist with the day to day running of correctional facilities.	
5. Respond to emergencies and incidents.	
6. Participate in Case Management and promote detainee rehabilitation by encouraging and facilitating participation in education, programs and pro-social activities.	
7. Work in any correctional facility within ACT Corrective Services, as required.	
8. Maintain records in accordance with the <i>Territory Records Act 2002</i> .	

Verified by:	Unknown
Date:	June 2018

SELECTION CRITERIA:

Applicants are required to address the Selection Criteria which identify the essential elements of the position. Please limit your response to a maximum of 300 words against each of the selection criteria, and use actual examples.

Competency Area	Selection Criteria
Professional Expertise	<p>Demonstrated experience in dealing with a diverse range of people and situations requiring problem solving and relationship management.</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> ○ Analyse a person’s needs and build relationships ○ Provide responsive support ○ Promote client understanding ○ Demonstrate empathy and helpfulness when dealing with complaints <p>Further guidance:</p> <p>This position will be required to participate in case management procedures and promote the rehabilitation of offenders including:</p> <ul style="list-style-type: none"> ○ Ensure that relevant and appropriate stakeholders are consulted and informed regarding offender progress in the rehabilitation process; ○ Maintain relevant records; ○ Model pro-social behaviour; and ○ Encourage offenders to engage in the rehabilitative process.
Maintain security and monitor behaviour	<p>Ability to supervise offenders and contain incidents which jeopardise safety and security.</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> ○ Demonstrate Conflict Management skills ○ Apply sound knowledge and judgement when assessing situations ○ Monitor security and behaviour ○ Supervise offenders with special needs <p>Further guidance:</p> <p>This position will be required to maintain security which includes:</p> <ul style="list-style-type: none"> ○ Maintain safety and security procedures ○ Preserve your own and others safety ○ Respond to emergencies, including medical emergencies ○ Respond to and contain incidents ○ Support detainee escorts ○ Identify offender escort requirements and ○ Prepare offenders for escort.
Communication	<p>Use workplace communication strategies and write routine workplace materials.</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> ○ Assess audience and respond in an effective and confident manner, dealing with challenging behaviour appropriately. ○ Receive and give directions ○ Participate in meetings ○ Read, interpret and act on routine workplace instructions ○ Produce a range of standard written documents, providing clear information and using language appropriate to the audience. ○ Treat sensitive information appropriately.
Working with Others/Team Building	<p>Contribute to achieving organisational goals.</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> ○ Role model organisational values of respect, integrity, collaboration, innovation and dignity ○ Implement the organisation’s policies and procedures ○ Promote a positive image of the organisation ○ Contribute to the work team ○ Maintain professional relationships.

Technology	<p>Use information technology to store and protect information.</p> <p>For example:</p> <ul style="list-style-type: none"> ○ Collect and assess information ○ Store information ○ Dispose of information
Fair and Safe Workplace Practices	<p>Contribute to workplace safety, value workplace diversity and uphold the principles and values of the public service.</p> <p>For example:</p> <ul style="list-style-type: none"> ○ Contribute to participative workplace safety arrangements ○ Promote tolerance and mutual respect for diversity ○ Contribute to an ethical public sector workplace ○ Participate in ethical decision-making.
Qualifications/ Other requirements	<ul style="list-style-type: none"> ○ 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; ○ Relevant tertiary qualifications are desirable; ○ Eligible candidates will be required to be registered under the <i>Working with Vulnerable People (Background Checking) Act 2011</i>. ○ Current unrestricted manual driver's licence and Senior First Aid Certificate are essential requirements; and ○ Eligible applicants will be required to undergo pre-employment psychological and medical testing and a Police record check.