TRAINEE CORRECTIONAL OFFICER
INFORMATION PACK

A CAREER that changes FUTURES: YOURS and OTHERS

justice.nt.gov.au
The Northern Territory Correctional Services (NTCS) is a challenging environment to work in, however it can also be the most rewarding. Our front line roles of Correctional Officer and Probation and Parole Officers are key to the success of us reducing the re-offending through rehabilitation of our offenders and playing our part in keeping our communities safe. These roles provide a great opportunity to support our offenders to participate in programs which assist them committing to training, employment and contributing to their communities.

NTCS has been on a long journey of reform and has a number or areas across our organisation that have world class correctional processes and solutions. There are still some areas in our business that we need to address, to ensure NTCS as a correctional service moves forward with an effective operating philosophy which is truly ‘prisoner centric’. We are in the final stages of a reform led by KPMG which is intended to deliver this outcome.

Joining our service as a Trainee Correctional Officer at this time means that you will be at the forefront of some exciting change. You will have an opportunity to contribute to a service that is innovative in the way it works with a predominantly Aboriginal prisoner population.

Our correctional centres have an over representation of Aboriginal people incarcerated and an under representation of Aboriginal staff. I encourage Aboriginal people to join our workforce and have a career where you can have a positive impact on the lives of Aboriginal people.

By joining as a Trainee Correctional Officer, we will provide you with all the necessary training and support for you to succeed in this role and build a great career.

I have personally been involved in correctional services for over 33 years commencing as a prison officer in the UK. This career has been very rewarding across a number of different countries and organisations and I have been able to influence positive change in prisoners’ lives over this time. The Northern Territory is a great place to start your career given the unique challenges and opportunities it has and I encourage you to join our teams.

Please help us with our vision to be the leading provider of correctional services in Australia

Scott McNairn MBA
Commissioner, Northern Territory Correctional Services
Department of the Attorney-General and Justice
Being a Correctional Officer is a rewarding and challenging career. Correctional Officers work as part of a team that is responsible for the safe, secure and humane management of prisoners. Your work days will be dynamic and challenging and you will have the opportunity to be a positive role model for prisoners and make significant contributions towards their rehabilitation.

YOUR KEY RESPONSIBILITIES WILL INCLUDE:

» Supervising, monitoring and managing prisoners.

» Employing appropriate security measures to ensure the safe custody of prisoners, including monitoring property and equipment and conducting random searches for contraband.

» Advising prisoners of their rights and responsibilities while in custody.

» Ensuring prisoners maintain acceptable levels of hygiene and cleanliness by conducting regular cell inspections.

» Assisting in determining a prisoner’s rehabilitation plan and supporting their attendance.

» Providing reports on prisoner rehabilitation, security, welfare and behaviour.

» Undertaking escorts (transport and supervision) of prisoners outside the correctional centre.

» Preparing formal reports about incidents that occur.

» Responding to emergencies (including prisoner conflict, injuries and medical crises).

» Participating in ongoing training to maintain currency of core qualifications.

What we’re looking for

To meet the demands of the role of a Correctional Officer we’re looking for people from all walks of life who demonstrate integrity, maturity and life experience.

To be considered for this opportunity you must:

- be an Australian or New Zealand citizen or a Permanent Resident of Australia
- hold a full Northern Territory Driver’s licence with competence in driving manual vehicles upon commencement of training
- if applying for a position in Tennant Creek at the Barkly Work Camp, it is a requirement to hold a light rigid licence prior to commencement
- hold a current First Aid Certificate (HLTAID003 Provide First Aid) with 6 month validity upon commencement
- have completed Year 10
- be of good character, with strong communication and organisation skills
- have skills and ability to work in a cross cultural environment
- be able to demonstrate a good level of fitness through participating in a fitness test and
- able to demonstrate the required literacy, numeracy and aptitude through testing.
The Training

All Trainee Correctional Officers will be required to undergo an intensive eight week, off-the-job training course, followed by three weeks of on-the-job training. During training, recruits are required to establish and maintain an appropriate level of fitness and demonstrate an understanding of relevant legislation and Correctional Centre practice and procedures.

During the first 12 months of your employment as a Correctional Officer, you will be engaged on a fixed term contract and complete a Certificate III in Correctional Practice, which requires both satisfactory performance appraisals and completion of assessment activities. Following this you will be offered ongoing employment.

Benefits

Correctional officers enjoy a range of great benefits including but not limited to:

- Flexible working conditions – correctional facilities operate on a 24 hour roster system, seven days a week
- Minimum six and maximum seven weeks recreation leave annually*
- A salary of up to $74,504 inclusive of allowances, following training period
- Employment security
- Opportunities for promotion and career development
- Supplied uniforms
- Subsidised gym memberships

* Terms and conditions apply
Important Policies

Smoke free policy

All NTCS premises are completely smoke free. Correctional Officers are not permitted to smoke anywhere on premises or in vehicles. NTCS is making the Territory’s correctional facilities healthier and safer places to work, this also means no cigarette breaks for the duration of a shift.

Drug and alcohol testing

All NTCS employees are subject to random drug and alcohol testing.
## Key dates and details

### Tennant Creek

<table>
<thead>
<tr>
<th>Process</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Duration</th>
<th>What to bring/wear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitness testing and Language, Literacy and Numeracy testing</td>
<td>TBA between the 23rd May and 25th May</td>
<td>To be advised</td>
<td>Barkly Work Camp</td>
<td>2 hrs</td>
<td>Photo ID, runners, suitable clothing, water, towel</td>
</tr>
<tr>
<td>Online Testing</td>
<td>Will be sent between 28th May and 31st May if progressed</td>
<td>Anytime</td>
<td>Personal Laptop or Computer (at home)</td>
<td>3 hrs</td>
<td>NA</td>
</tr>
<tr>
<td>Assessment centre</td>
<td>To be advised</td>
<td>To be advised</td>
<td>Barkly Work Camp</td>
<td>All Day</td>
<td>Photo ID, Business Attire</td>
</tr>
<tr>
<td>Interviews</td>
<td>Monday 17th June,          Tuesday 18th June and Wednesday 19th June if required.</td>
<td>To be advised</td>
<td>Barkly Work Camp</td>
<td>30 mins</td>
<td>Business Attire</td>
</tr>
</tbody>
</table>

### Alice Springs

<table>
<thead>
<tr>
<th>Process</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Duration</th>
<th>What to bring/wear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information session</td>
<td>Wednesday 15th May</td>
<td>6 pm</td>
<td>Staff Learning &amp; Development Centre</td>
<td>2 hrs</td>
<td>Photo ID, appropriate clothing, closed toe shoes</td>
</tr>
<tr>
<td></td>
<td>Saturday 18th May</td>
<td>10 am</td>
<td>Staff Learning and Development Centre</td>
<td>2 hrs</td>
<td>Photo ID, appropriate clothing, closed toe shoes</td>
</tr>
<tr>
<td>Fitness testing and Language, Literacy and Numeracy testing</td>
<td>Saturday 25th May</td>
<td>8 am – 11 am</td>
<td>Marian Centre</td>
<td>2 hrs</td>
<td>Photo ID, runners, suitable clothing, water, towel</td>
</tr>
<tr>
<td>Online testing</td>
<td>Will be sent between 28th May and 31st May if progressed</td>
<td>Anytime</td>
<td>Personal laptop or computer</td>
<td>3 hrs</td>
<td>NA</td>
</tr>
<tr>
<td>Assessment centre</td>
<td>Wednesday 5th June</td>
<td>To be advised</td>
<td>Staff Learning and Development Centre</td>
<td>2 hrs</td>
<td>Photo ID, business attire</td>
</tr>
<tr>
<td>Interviews</td>
<td>Monday 17th June, Tuesday 18th June and Wednesday 19th June if required.</td>
<td>To be advised</td>
<td>Staff Learning &amp; Development Centre</td>
<td>30 mins</td>
<td>Photo ID, business attire</td>
</tr>
</tbody>
</table>
Due to Alice Springs and Tennant Creek being hard to recruit to areas, interstate applicants will be provided the option to undertake the testing via a locally based qualified fitness instructor and the signing of a statutory declaration.

These arrangements will be made on an individual basis by the NTCS Recruitment Officer. In order to progress you still must fulfil the requirements of all the testing and you may be required to undertake the testing again immediately prior to commencing the course.

Any queries please call NTCS Recruitment Officer on (08)892 87392.

**Darwin**

<table>
<thead>
<tr>
<th>Process</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Information Session</td>
<td>Wednesday 15th May</td>
<td>6 pm</td>
<td>Staff Learning &amp; Development Centre, Darwin Correctional Precinct Willard Road, Holtze</td>
<td>2 hrs</td>
<td>Photo ID, appropriate clothing, closed toe shoes</td>
</tr>
<tr>
<td>Fitness testing and Language, Literacy and Numeracy testing.</td>
<td>Saturday 1st June</td>
<td>8 am - 12 pm</td>
<td>Staff Learning &amp; Development Centre, Darwin Correctional Precinct Willard Road, Holtze</td>
<td>2 hrs</td>
<td>Photo ID, appropriate clothing, closed toe shoes</td>
</tr>
<tr>
<td>Online testing</td>
<td>Will be sent between 4th June and 7th June if progressed.</td>
<td>Anytime</td>
<td>Personal laptop or computer</td>
<td>3 hrs</td>
<td>NA</td>
</tr>
<tr>
<td>Interviews</td>
<td>Between Thursday 20th June and Friday 5th July</td>
<td>To be advised</td>
<td>Staff Learning &amp; Development Centre, Darwin Correctional Precinct Willard Road, Holtze</td>
<td>30 mins</td>
<td>Business Attire</td>
</tr>
</tbody>
</table>

Please note that due to the high volume of applications received for Darwin you must be able to attend the fitness testing, assessment center and interviews in Darwin.

Any costs associated with attending these activities are borne by the applicant and are not reimbursable by NTCS.

Any queries please call NT Correctional Services Recruitment Officer on (08)892 87392.
Selection process

NTCS utilises a bulk recruitment process to attract and recruit Correctional Officers. There are several stages in the selection process which are outlined below.

All correspondence during this process will be conducted via email unless otherwise advised.

Stage 1 – Application

As opportunities become available, positions are advertised on the NTG jobs website (jobs.nt.gov.au). For your application to be reviewed and progressed you must submit the following:

• a complete application.
• a current resume showing a minimum of 5 years work experience including the contact details of three work-related referees.

Stage 2 - Fitness testing and Language Literacy and Numeracy testing (LLN)

The screening phase of recruitment is where your application is reviewed and assessed against the selection criteria for the position. Your pre-employment declaration will also be reviewed at this stage. Applicants who are shortlisted at this stage will be progressed to the next stage.

Fitness assessment – Respond to Emergency Drill

Responding to Medical Emergencies Assessment – To successfully complete this assessment, applicants must undertake a circuit and complete activities as follows:

• Continuous run comprising a series of 5 laps (approx. 100m per lap), with a stair ascent and descent of approximately 10 steps at the end of each lap. The total distance of the run is 500m
• Arm thrusts x 10 (5 from each arm)
• Leg Raises x 10 (5 from each leg)
• Stand/Push/Sit Drill (burpees) x 10
• 20m Dummy drag (70kg)
• Call a code on the radio

The emergency assessment response must be continuous and completed within 5 minutes.

There will be a slightly revised assessment for those interstate applicants applying for Tennant Creek and/or Alice Springs undertaking the test with a fitness instructor. Further information will be provided at the time.

Language, Literacy and Numeracy Testing

During the recruitment process, individuals will undertake an LLN test to identify if their core skills of learning, reading, writing and numeracy meet the requirements of the Australian Core Skills Framework to undertake the Certificate III or Certificate IV in Correctional Practice. The core skill of oral communication is determined during different stages of the application process.

The recruitment process and LLN test identifies if individuals may require any additional support to meet the qualification requirements of the Trainee Correctional Officer or Probation and Parole Officer Program. If you pass the fitness test you will be required to attend the Language, Literacy and Numeracy testing where you are given 1 hour to complete. This test will be conducted at regular intervals in Darwin and Alice Springs on the testing day. Tennant Creek applicants will commence the LLN test directly after the
fitness test.

You will be contacted and advised of the next stage if successful at the Fitness Test and LLN test.

For those interstate applicants applying for Tennant Creek and/or Alice Springs not attending in Alice Springs or Tennant Creek, the qualified instructor will be required to monitor the completion of the test following a short rest. You will be required to complete a statutory declaration that you completed the test without assistance and submit with the test paper. Further information will be provided at the time.

**Stage 3 – Online Testing**

If you are progressed from Fitness Testing and Language, Literacy and Numeracy Testing you will receive an email inviting you to complete online abilities testing and psychometric profiling. You will be given three days in which to complete this profiling and will be sent all the instructions and information required upon progression to this stage.

**Stage 4 – Assessment Centre and Panel Interviews**

At the assessment centre you will be asked to participate in a number of activities designed to allow you to demonstrate your skills and ability in relation to the essential criteria of the role.

If you are progressed from the Assessment Centre, you will be invited to attend a panel interview. The panel will comprise of at least three interviewers from senior management within Custodial Operations and a representative of the NTCS Recruitment Team.

**Stage 5 – Final selection**

All successful applicants will be contacted and advised of the outcome of their application and advised of a start date or provided confirmation of being added to the Trainee Correctional Officer register awaiting a course date. Those who have been found unsuccessful will be notified by email, please be advised that NTCS does not provide feedback.

Tennant Creek and/or Alice Springs applicants can attended the interview via video link if available or via telephone.

**Stage 6 – Suitability and background checks**

If you have not provided proof of completion of your First Aid certificates & Northern Territory Drivers Licence details, these will be required at this stage.

All successful applicants will initially sign a 12 month contract as a Trainee Correctional Officer.

Upon successful completion of all requirements of the Trainee Correctional Officer program, you will be recommended to the Commissioner for Correctional Services for appointment as a permanent Correctional Officer.

If you are appointed as a Correctional Officer you will then be awarded ongoing employment. A 6 month probation period applies from the time of being awarded ongoing employment.
Given the nature of this role you will be required to complete a criminal history check confirmed with a finger print. A positive criminal history check will not necessarily exclude you from the process, however you must make full disclosure of all criminal convictions including any traffic/driving infringements, spent convictions or juvenile offences.

Failure to disclose may result in your application being terminated or cancellation of your appointment. It may be useful to include the circumstances surrounding any disclosure you make in the section provided in the pre-employment questionnaire and any other associated paperwork, as this will assist us to make a fully informed and fair judgement.

Factors considered in the assessment include:

- Nature of the offence
- Scope of an individual's criminal history
- Period of time that has elapsed since the offence took place
- Age at which the offence was committed (i.e. juvenile or adult)
- Type and severity of any penalties/punishment imposed and whether you successfully completed the court order
- Evidence of an extended criminal history
- Whether the offence is still a crime
- Mitigating or extenuating circumstances in relation to the offence committed
- General character since the offence was committed
- Degree of rehabilitation (may obtain further information with applicant's consent)
- Other factors that may be relevant for consideration (e.g. level of risk involved to NTCS)

**Frequently Asked Questions**

**Q1. How many positions are you recruiting and when do the positions start?**  
A. NTCS recruitment is ongoing. If you are a suitable applicant you may either be offered a commencement date or be placed on a register for up to 12 months.

Trainee Correctional Officer courses are run as required. Alice Springs and Tennant Creek are recruiting to positions with a course date for August 2019.

Darwin will be recruiting for placement on the register with a view to commencing a course towards the end of 2019. Sufficient notice will be provided and although you will not be required to re-apply, your fitness and criminal history will be re-tested prior to commencement.

**Q2. What if I can't make assessment centre dates?**  
A. Attending the assessment centre is critical to progressing through the selection process. Generally if you cannot make any of the required dates, you will not be able to progress. However, if you are unable to attend due to residing in a remote community within the Territory, please let the recruitment team know as soon as possible.

**Q3. I do not hold a Northern Territory Driver’s Licence, can I still apply?**  
A. Yes, however you must hold a full Northern Territory Driver’s licence with competence in driving manual vehicles upon commencement of training.

**Q4. Do I need to attend an assessment centre?**  
A. Yes. Interstate applicants applying for Alice Springs or Tennant Creek are not required to attend Assessment Centre.
Q5. **What happens at the assessment centre? Do I need to prepare?**
A. You will be asked to undertake a range of activities. You will be provided all the relevant instruction and information on your arrival. You do not need to prepare anything. Just bring yourself and some form of photo ID.

Q6. **Will I be reimbursed for any associated travel costs to get to or from fitness testing or assessment centres?**
A. No. This will be at your cost.

Q7. **What If I have a criminal history record?**
A. A positive criminal history check will not necessarily exclude you from the process. It is important to fully disclose in pre-employment questionnaires and to the panel any incidents to assist them to determine the relevance to the role. Integrity is something we value in our employees as such we look for this to be demonstrated in the declaration of all relevant information. Non-disclosure may in itself preclude you from a position or offer of employment with NTCS.

Q8. **I don’t currently hold a first aid certificate, can I still apply?**
A. Yes but applicants must hold a current first aid certificate, which has at least 6 months validity by the time you are due to commence training. If you do not currently hold a first aid certificate you must provide proof of enrolment in the relevant course/s once you are progressed to interview stage. For reference the course code required is HLTAID003 Provide First Aid.

Q9. **How long does the recruitment process take?**
A. From date of advertising to first day on the job will take approximately 12 weeks.

Q10. **If I apply and am unsuccessful can I try again?**
A. Yes, in the next recruitment campaign you are able to apply again. You must submit a new application for each recruitment campaign, as requirements, policies or procedures may change.

Q11. **I have a holiday booked during the 11 week training course dates, does this make me ineligible to apply for this intake?**
A. The Trainee Correctional Officer course is an intensive 11 week training course, and it is important that all new starters complete the entire course. Recreation leave will not be allowed during training or immediately following training.

Q12. **What are the shift patterns?**
A. Darwin and Alice Springs Correctional Officers work a combination of 12 and 8 hour shifts day, night and weekends. You will be required to work a roster which includes a combination of these shifts. We are a 24/7, 365 day operation and your shifts will reflect this.

Q13. **I am a current NT Government employee, can I transfer entitlements?**
A. Yes. If you are a current Northern Territory Public Sector employee, you can transfer your entitlements.

Q14. **I don’t have a current reference, what can I do?**
A. References are important as they provide relevant information about your working history. If you don’t have a current supervisor you should provide a referee who has supervised you in the recent past. We can work with you in identifying the most appropriate referee/s to speak with.
Living in the Northern Territory

The Northern Territory spans from the lush, tropical Top End to the arid and spectacular Central Australia. Approximately 1500 km lie between the Territory’s two major centres, Darwin and Alice Springs – and there is plenty to see in between. Darwin is closer to South East Asia than to many other Australian capital cities.

The culturally diverse Northern Territory population is over 200 000 people, made up of over 100 different nationalities.

With a rapidly growing economy, industries and major developments, the Territory is an exciting, prosperous and vibrant place to call home.

If other members of your family are also seeking work here, the Territory is generally an easier place to find work in comparison with some other parts of Australia. Visit careers.nt.gov.au to search for positions vacant in the NT public service, but of course there are plenty of private sector opportunities out there too.

In the Top End there are only two seasons – ‘the Dry’ (May to October) and ‘the Wet’ (November to April). In Central Australia there are four seasons as is the norm in other states.

No matter what the weather, the Territory offers residents an enviable lifestyle, with quality health, education, sporting and entertainment facilities. The Territory is a great place to be for outdoors enthusiasts, and people come from all around Australia to enjoy our fantastic fishing, camping, bush walking and sightseeing. Darwin’s proximity to Asia makes the Top End a great base for overseas travel.

The Territory has an entertaining schedule of major events throughout the year, including major horse racing events in Darwin and Alice Springs, the V8 Super Cars in Darwin, the Darwin Festival and other cultural festivals around the Territory, the Finke Desert Race, the Alice Springs Masters Games and the regular Mindil Beach Markets in Darwin.

Visit theterritory.com.au for extensive information about living and working in the Northern Territory. To find out more about the range of things to see and do in the NT, visit travelnt.com.
As a shift worker, your roster will generally allow for several consecutive days off to enjoy the great lifestyle we have on offer in the Territory.