EXPERIENCED CORRECTIONAL OFFICER
Recruitment information

A CAREER that changes FUTURES – YOURS and OTHERS
Commissioner’s message

Working in Northern Territory Correctional Services (NTCS) can be challenging. However, it can also be the most rewarding career. Your role as a Correctional Officer is the key to us reducing re-offending through rehabilitation of our offenders and playing our part in keeping our communities safe. Correctional Officers support our offenders to commit to training and employment to contribute in a more positive way to their communities.

NTCS has been on a long journey of reform and my vision is to lead the best Correctional Service in Australia. I firmly believe we can do just that. There are still some areas in our business that we need to address to ensure NTCS has a correctional service with an operating philosophy that is truly prisoner centric’ and culturally appropriate. We have a solid plan to address the overrepresentation of Aboriginal offending and incarceration.

Joining our service as an Experienced 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.

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 and make meaningful impact on reducing the crime in our communities.

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

I’ve been involved in correctional services for more than 34 years commencing as a prison officer in the UK. My career has been very rewarding across a number of different countries and organisations because I’ve been able to influence positive change in prisoners’ lives.

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
The job

Experienced Correctional Officers work as part of a team that is responsible for the safe, secure and humane management of prisoners.

Your responsibilities

- 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.
- Responding to emergencies including prisoner conflict, injuries and medical crises.
- Training to maintain currency of core qualifications.
What we’re looking for

To meet the demands of the role of an Experienced Correctional Officer, we’re looking for people who meet minimum experience criteria - a Certificate III in Correctional Practice and 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.
- Have employment as a correctional officer within the past two years.
- Have a minimum of two years’ experience working as a correctional officer. Training time does not count toward minimum requirement.
- Certificate III in Correctional Practice or equivalent is essential.
- Hold a full Northern Territory driver’s licence with competence in driving manual vehicles upon commencement of training.
- Hold a First Aid Certificate (HLTAID003 Provide First Aid) valid for six months upon commencement.
- Be of good character, with strong communication and organisation skills.
- Demonstrate skills and ability to work in a cross cultural environment.

If applying for a position in Tennant Creek at the Barkly Work Camp, you must hold a light rigid licence before commencement.

Training

Upon commencement, experienced correctional officers undertake an intensive two week on-the-job induction to familiarise themselves with the Northern Territory legislation and work practices. This is commonly referred to as fast-tracking.

Benefits

Experienced 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 generous salary, including allowances:
  » Applicants holding a Certificate III in Correctional Practice salary range is $59,875 - $65,691, plus 9.5 per cent superannuation, plus a 34 per cent consolidated allowance.
  » Applicants holding a Certificate IV in Correctional Practice commencement salary is $65,691 plus 9.5 per cent superannuation, plus a 34 per cent consolidated allowance.
- Employment security.
- Opportunities for promotion and career development.
- Supplied uniforms.
- Subsidised gym memberships*

* Terms and conditions apply
Possible career paths

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Plus opportunities at NTCS head office in Darwin and in NT regional offices.

| Correctional Officer First Class | Experienced Correctional Officer | *This is where you’ll start your journey with NTCS when you join us as an Experienced Correctional Officer from another jurisdiction.* |
Conditions of employment

Smoke free policy
All NTCS premises are completely smoke free, including e-cigarettes and personal vaporisers. Employees 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 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.

Selection process

There are several stages in the selection process.

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

Stage 1 – Apply
As opportunities become available, positions are advertised on the NTG jobs website (nt.gov.au/jobs).

You must submit a cover letter and your resume showing a minimum of five years' work experience including the contact details of three work-related referees.

Stage 2 – Referee check
The selection panel will contact referees so you should take the time to discuss your application with your nominated referees before we contact them. We will ask your referee to verify claims you have made in your cover letter and resume. The panel may also seek non-nominated referees.
Stage 3 – Online testing

If you progress from the referee check stage, we will invite you to complete online abilities testing and psychometric profiling. You will be given three days in which to complete this profiling.

Stage 4 – Panel interviews

If you progress from the online testing, we will invite you to attend a panel interview. The panel will comprise at least three interviewers from senior management within Custodial Operations and a representative of the NTCS Recruitment Team.

Stage 5 – Pre-employment medical assessment

If you progress from the panel interview, our next step is to coordinate your pre-employment medical assessment.

Stage 6 – Final selection

We will advise all successful applicants of the outcome of their application with a starting date or confirm we have added you to the Correctional Officer register awaiting a course date. Those who have been unsuccessful will be notified by email. NTCS does not provide feedback.

Inclusion on the register is not an offer of employment. When we identify a need for additional correctional officers, we select from the people on the register.

Successful applicants remain on the register until:

- They are selected for commencement and accept a position.
- The completion of the next recruitment drive.
- They request in writing to be removed from the register.
- Their criminal history report reveals an offence which is deemed to impact on their employment as a correctional officer.
- Their status changes, for example medical, criminal, and they are no longer deemed eligible for employment as a correctional officer.
Stage 7 – Suitability and background checks

At this stage we need proof you have completed of your first aid certificates and that you have a Northern Territory driver’s licence.

If you are appointed as an Experienced Correctional Officer you will then be awarded ongoing employment. Six months’ probation applies from the time of commencement as an ongoing employment. There may be occasions where a fixed term contract may be the only position available.

Given the nature of this role you will be required to complete a criminal history check confirmed with a fingerprint. 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 and driving infringements, spent convictions or juvenile offences.

We may terminate or cancel your appointment if you fail to disclose your criminal history. 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 because 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 - juvenile or adult.
- Type and severity of any penalties and 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.
- General character since the offence was committed.
- Degree of rehabilitation. We may obtain further information with your consent.
- Other factors that may be relevant for consideration such as the level of risk to NTCS.

Coronavirus (COVID-19)

All interstate applicants must observe the Northern Territory Chief Health Officers - Public and Environmental Health Act 2011 COVID-19 Directions (No. 8) 2020 (self-isolation).

Until further notice all successful applicants must observe the Northern Territory 14 day quarantine directions. This requires anyone entering the NT to be housed in a hotel at your own cost of $2500. You must make provisions for 14 days of quarantine before commencement.

Further information can be found at coronavirus.nt.gov.au
Frequently asked questions

How many positions are you recruiting and when do the positions start?

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.

We run fast track courses as required. Alice Springs and Tennant Creek are recruiting to positions to commence in 2020. We have not yet set starting dates. We are not recruiting for Darwin at this stage.

I don't hold a first aid certificate. Can I still apply?

Yes, but you must hold a first aid certificate, valid for six months, by the time you are due to commence training. If you do not hold a first aid certificate you must provide proof of enrolment in the relevant course once you are progressed to interview stage. For reference the course code is HLTAID003 Provide First Aid.

I do not hold a Northern Territory driver’s licence. Can I still apply?

Yes. However you must hold a full Northern Territory driver’s licence with competence in driving manual vehicles upon commencement of training. If you are applying for a role in Tennant Creek, you must hold a light rigid licence prior to commencement of employment.

What if I have a criminal history record?

A positive criminal history check will not necessarily exclude you from the process. It is important to fully disclose in your 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 you to demonstrate this is the declaration of all relevant information.

Non-disclosure may in itself preclude you from a position or offer of employment.
If I apply and am unsuccessful can I try again?

Yes. You can apply again in our next recruitment campaign. You must submit a new application for each recruitment campaign because requirements, policies or procedures may change.

What are the shift patterns?

Darwin and Alice Springs Experienced Correctional Officers work a combination of 12 and eight 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.

I don't have a referee. What can I do?

Referees are important because they provide relevant information about your working history. If you don't have a supervisor, you should provide a referee who has supervised you in the recent past. We can work with you in identifying the most appropriate referees to speak with.

I have a trade qualification and I’m looking for a career change. Might I get the opportunity to use some of what I already know in my role as a correctional officer?

NTCS has a strong focus on prisoner employment programs through our industries division. Experienced Correctional Officers can elect to work in the prison industries stream to teach and mentor prisoners in their relevant trade. If you have a trade qualification, let us know in your application.
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 about 244,000 people with more than 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 two distinct seasons – the Dry, from May to October, and the Wet, from November to April. Central Australia has a hot desert climate with dry summers and cold winters.

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.