TRAINEE 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 Trainee Correctional Officer is the key to us reducing re-offending through rehabilitation of our prisoners and playing our part in keeping our communities safe. Trainee Correctional Officers support our prisoners 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 moves forward with an effective operating philosophy which 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 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.

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 a Trainee 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

Trainee 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.
- Participating in ongoing training to maintain currency of core qualifications.
What we’re looking for

To meet the demands of the role of a Trainee 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.
- Hold a first aid certificate (HLTAID003 Provide First Aid) valid for six months upon commencement.
- Have completed Year 10.
- Be of good character, with strong communication and organisational skills.
- Have skills and ability to work in a cross cultural environment.
- Demonstrate a good level of fitness through a fitness test and demonstrate the required literacy, numeracy and aptitude through testing.

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

Training

All Trainee Correctional Officers will undergo an intensive eight week, off-the-job training course, followed by three weeks of on-the-job training.

During training, you 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 Trainee Correctional Officer, you will be engaged on a fixed term contract and required to successfully complete nationally recognised qualification CSC30119 Certificate III in Correctional Practice. This qualification is delivered internally by Northern Territory Correctional Services RTO 1074 and is fully funded.

You must also satisfactorily complete performance appraisals and assessment activities. Following this you will be offered ongoing employment.
Benefits

Trainee 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 $65,564 inclusive of allowances, following training period.
- Employment security.
- Opportunities for promotion and career development.
- Supplied uniforms.
- Subsidised gym memberships.

*Terms and conditions apply

Training salary

- A salary of $53,888 plus 9.5 per cent superannuation applies for the first eight weeks block training.
- 8–11 week period (shadow) $53,888 plus 9.5 per cent superannuation plus 34 per cent allowance applies.
- After the training period $59,875 plus 9.5 per cent superannuation plus 34 per cent allowance applies.

Benefits of working at the Barkly Work Camp and living in Tennant Creek

Local Tennant Creek applicant’s residence

You will receive:

- Power subsidies.
- Remote locality travel entitlement to assist with costs, twice a year about $1,100 per trip, plus a two days’ travel entitlement.
- Flexible roster with rostered days.

External Tennant Creek applicants

You will receive:

- Free housing depending on availability.
- Power subsidies.
- Remote locality travel entitlement to assist with costs, twice a year about $1,100 per trip, plus a two days’ travel entitlement.
- Flexible roster with rostered days.

Important policies

Smoke free policy

All NTCS premises are completely smoke free. This includes electronic cigarettes and vaporisers. Trainee 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>Between 27 April and 2 May.</td>
<td>To be advised</td>
<td>Barkly Work Camp</td>
<td>Fitness test up to 15 minutes. LLN 1 hr.</td>
<td>Photo ID, runners, suitable clothing, water, towel.</td>
</tr>
<tr>
<td>Online Testing</td>
<td>Between 4 May and 8 May.</td>
<td>Anytime</td>
<td>Personal laptop or computer at home.</td>
<td>3 hrs</td>
<td>NA</td>
</tr>
<tr>
<td>Interviews</td>
<td>11 May to 15 May.</td>
<td>To be advised</td>
<td>Barkly Work Camp</td>
<td>30 min</td>
<td>Business attire</td>
</tr>
</tbody>
</table>

#### Alice Springs

<table>
<thead>
<tr>
<th>Process</th>
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<th>Duration</th>
<th>What to bring/wear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitness testing and Language, Literacy and Numeracy testing</td>
<td>Between 27 April and 2 May.</td>
<td>8 am to 11 am</td>
<td>To be advised</td>
<td>Fitness test up to 15 minutes. LLN 1 hr.</td>
<td>Photo ID, runners, suitable clothing, water, towel.</td>
</tr>
<tr>
<td>Online testing</td>
<td>Between 4 May and 8 May.</td>
<td>Anytime</td>
<td>Personal laptop or computer.</td>
<td>3 hrs</td>
<td>NA</td>
</tr>
<tr>
<td>Interviews</td>
<td>11 May to 15 May.</td>
<td>To be advised</td>
<td>Staff Learning and Development Centre, Alice Springs Correctional Centre, South Stuart Highway.</td>
<td>30 min</td>
<td>Photo ID, business attire.</td>
</tr>
</tbody>
</table>

Interstate applicants applying for Alice Springs and Tennant Creek have the option to undertake the testing via a locally based qualified fitness instructor and the signing of a statutory declaration.

The NTCS Recruitment Officer makes these arrangements on an individual basis. To progress, you still must fulfil the requirements of all the testing and you may be required to undertake the testing again immediately before commencing the course.

You are responsible for costs associated with attending these activities. NTCS does not reimburse the costs.

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

NTCS uses a bulk recruitment process to attract and recruit Trainee Correctional Officers. There are several stages in the selection process.

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

Stage 1 – Apply

As opportunities become available, positions are advertised on the NTG jobs website (jobs.nt.gov.au). For your application progress you must submit a complete application and your resume showing a minimum of five years’ work experience including the contact details of three work-related referees.

Stage 2 – Fitness and Language, Literacy and Numeracy testing

In the screening phase of recruitment, we assess your application against the selection criteria for the position. We also review your pre-employment declaration. Applicants who we shortlist at this stage progress to the next stage.

Fitness assessment – respond to emergency drill

To successfully complete this assessment, you must complete:

- A continuous run comprising a series of five laps (approx. 100m per lap), with a stair ascent and descent of approximately 10 steps at the end of each lap. The total distance is 500 metres.
- Arm thrusts x 10 (five from each arm)
- Leg raises x 10 (five from each leg)
- Stand/push/sit drill (burpees) x 10
- 20 metre dummy drag (70 kg)
- Call a code on the radio.

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

There will be a slightly revised assessment for those interstate applicants applying for Tennant Creek and Alice Springs and undertaking the test with a fitness instructor. Further information will be provided at the time.
Language, Literacy and Numeracy Testing (LLN)

During the recruitment process, you will undertake an LLN test to identify your core skills of learning, reading, writing and numeracy.

We determine your core oral communication skills during different stages of the application process.

The recruitment process and LLN test identifies whether you may require any additional support to meet the qualification requirements of the Trainee Correctional Officer. If you pass the fitness test you will be required to complete the Language, Literacy and Numeracy test, which you are given one hour to complete. We email you this test with instructions. We will contact you via email of the next stage if you are successful.

All interstate applicants will be emailed the LLN test with instructions.

Stage 3 – Online testing

If you progress from the fitness test and Language, Literacy and Numeracy Testing, we will invite you to complete an online abilities testing and psychometric profiling. You will be given three days in which to complete this profiling.

Stage 4 – Panel interviews

If you are invited 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 – Final selection

We will advise all successful applicants of the outcome of their application and set a start date or confirm that we have added you to the Trainee Correctional Officer register awaiting a course date. Those who are unsuccessful will be notified by email. 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 and Northern Territory driver's 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, we recommend to the Commissioner Northern Territory Correctional Services that you be appointed as a permanent Correctional Officer.

You will be subject to a six month probation period 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 fingerprint check. 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.

Failure to disclose means we may terminate or cancel 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 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 committed.
- General character since the offence was committed.
- Degree of rehabilitation. We may obtain further information with your consent.
- Other factors that may be relevant such as the level of risk for 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?

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.

We run Trainee Correctional Officer courses as required. Alice Springs and Tennant Creek are recruiting to positions with a proposed course date commencing September 2020. We are not recruiting for Darwin at this time.

I don’t 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. Applicants for Tennant Creek must hold a light rigid licence prior to commencing.

Will you reimbursed me for any associated travel costs to get to or from fitness testing or assessment centres?

No. This will be at your cost.

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 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 in the declaration of all relevant information. Non-disclosure may in itself preclude you from a position or offer of employment with NTCS.

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

Yes, but you must hold a first aid certificate, which is valid for at least six months, by the time you commence training. If you do not hold a first aid certificate you must provide proof of enrolment in the relevant courses once you progress to the interview stage. The course code required is HLTAID003 Provide First Aid.

How long does the recruitment process take?

From date of advertising to the first day on the job will take approximately 12 weeks.
If I apply and I’m unsuccessful can I try again?

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

I have a holiday booked during the 11 week training course dates. Does this make me ineligible to apply for this intake?

The Trainee Correctional Officer course is an intensive 11 week training course. It is important that all new starters complete the entire course. Recreation leave will not be allowed during training or immediately following training.

What are the shift patterns?

Darwin and Alice Springs 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 and your shifts will reflect this.

I’m an NT Government employee. Can I transfer entitlements?

Yes. If you are a Northern Territory Public Sector employee, you can transfer your entitlements.

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 to identify your most appropriate referees.
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.