



EXPERIENCED CORRECTIONAL OFFICER

Recruitment information

NEW ZEALAND EDITION

correctionscareers.nt.gov.au



Salary

Earn over \$107,000 (AUD)*

You will commence on the Correctional Officer (CO1) level \$69 074 - \$75784 plus 40% consolidated allowance plus 11.5% superannuation with the total remuneration package of \$107 825 - \$118 299.

Applicants may apply to negotiate commencement salary to a higher increment during the recruitment process. The base rate salary is determined by length of service, experience and classifications of prisoners they have worked with.

Two Year Contract, Permanent Employment, and Retention & Attraction Allowance

We can offer you a two-year contract with relocation assistance, funded accommodation for up to eight weeks and \$10,000 attraction and retention paid. \$2500 at 3 months, \$2500 at 6 months, \$5000 at 12 months (for Alice Springs only).

You will also receive a \$5000 lump sum payment every 12 months following this for continuous service at the Alice Springs Correctional Centre.

Within this two year period you will need to complete the Certificate III in Correctional Practice. Once the Certificate III in Correctional Practice has been completed with a satisfactory job evaluation you will be offered permanent employment. The costs associated with the Certificate III are covered by Department of Corrections (DoC).

Other Benefits

- Employment security
- Minimum six and maximum seven weeks recreation leave annually*
- Supplied uniforms
- Wellness allowance



Relocation Package

A generous one way relocation package is on offer for eligible Experience Correctional Officers (ECO) to move to Alice Springs in Australia's Northern Territory.

Making the decision to move doesn't have to be challenging.

Here's how we can support you in your journey!



Up to \$35,000 relocation package for a family and up to \$25,000 for an individual (motor vehicles, boats, caravans not included)



Up to \$1,500 per person for one-way flights from New Zealand to Alice Springs for you and your immediate family (dependents under 18 years)



Up to \$500 for a family hotel room or \$250 per night for a single/double room (only accessible if stopover is required)

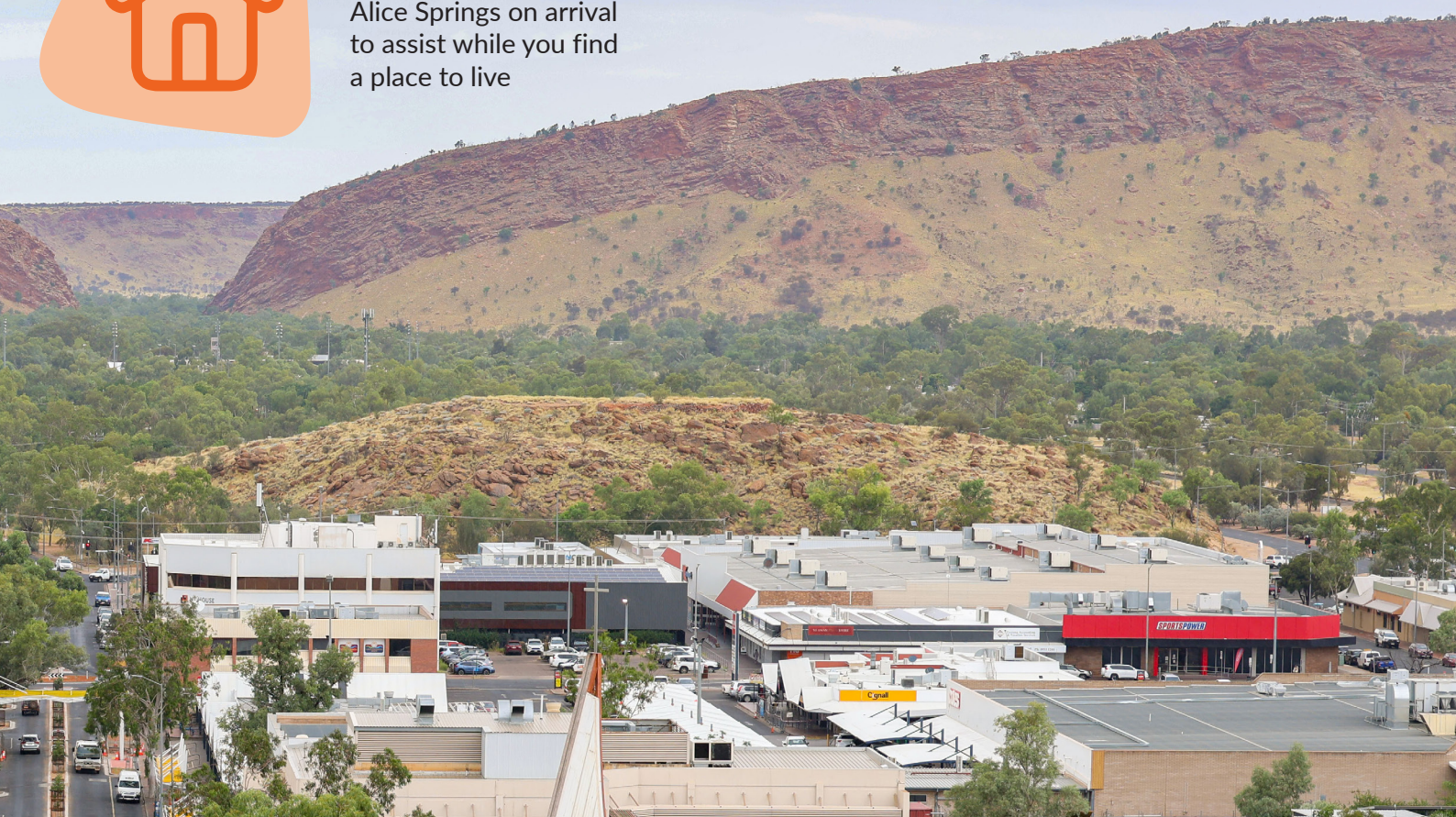


Up to \$800 for car hire only for up to two weeks in Alice Springs on arrival



2 months paid accommodation in Alice Springs on arrival to assist while you find a place to live

If you accept the relocation package, it is expected that you work in Alice Springs Correctional Centre for two years.





Eligibility

To be considered for this opportunity you must:

- be a New Zealand citizen
- have a minimum of two years' experience working as a Correctional Officer
- have employment as a Correctional Officer within the past two years
- have a minimum of Level 3 Offender Management Certificate
- have a current driver's licence with the ability to drive a manual vehicle.

Selection process

There are several stages in the selection process.

All correspondence during this process will be from the Bulk Recruitment Officer via email NTCS.recruitment@nt.gov.au unless otherwise advised.

Stage 1 – Apply

As opportunities become available, positions are advertised on the Northern Territory Government jobs website: jobs.nt.gov.au

You must submit:

- a cover letter
- a detailed resume showing a minimum of five years' work experience including the contact details of three work-related referees
- a copy of your Level 3 Offender Management Certificate.

These must be provided before your application can be progressed.

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. You will also be provided with a pre-employment questionnaire to be completed and returned within a given time frame.

Stage 4 – Panel interviews

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

Applicants can attend the interview online via Microsoft Teams.

Stage 5 – Pre-employment medical assessment

Our next step is to coordinate your pre-employment medical assessment.

Stage 6 – Final selection

Unsuccessful applicants will be notified via email of their outcome. DoC does not provide feedback to applicants.

All successful applicants will be advised of the outcome of their application with a starting date or confirmation we have added you to the Correctional Officer register awaiting a course date.

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
- for a period of 12 months from the closing of advertising
- they request in writing to be removed from the register
- their criminal history report reveals an offence, which is deemed to impact their employment as a Correctional Officer
- their status changes, for example medical, criminal reasons, and they are no longer deemed eligible for employment as a Correctional Officer.



Stage 7 – Suitability and background checks

If offered a position you must provide proof you have completed your first aid certificate with a minimum of 6 months before expiration.

If you are appointed as an Experienced Correctional Officer you will then be awarded a two year contract.

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 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 lapsed 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 DoC.



Training (fast-tracking)

You will complete a 3 week on-the-job induction to familiarise yourself with Northern Territory legislation and work practices as well as up to 3 weeks shadowing in the Correctional Centre.

You will be offered a two year contract, in which time you will need to complete the Certificate III in Correctional Practice, whereby you will then be offered permanent employment.

Conditions of employment

Smoke free policy

All DoC premises are completely smoke free, including e-cigarettes and personal vaporisers. Employees are not permitted to smoke anywhere on premises or in vehicles. DoC 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 DoC employees are subject to random drug and alcohol testing.

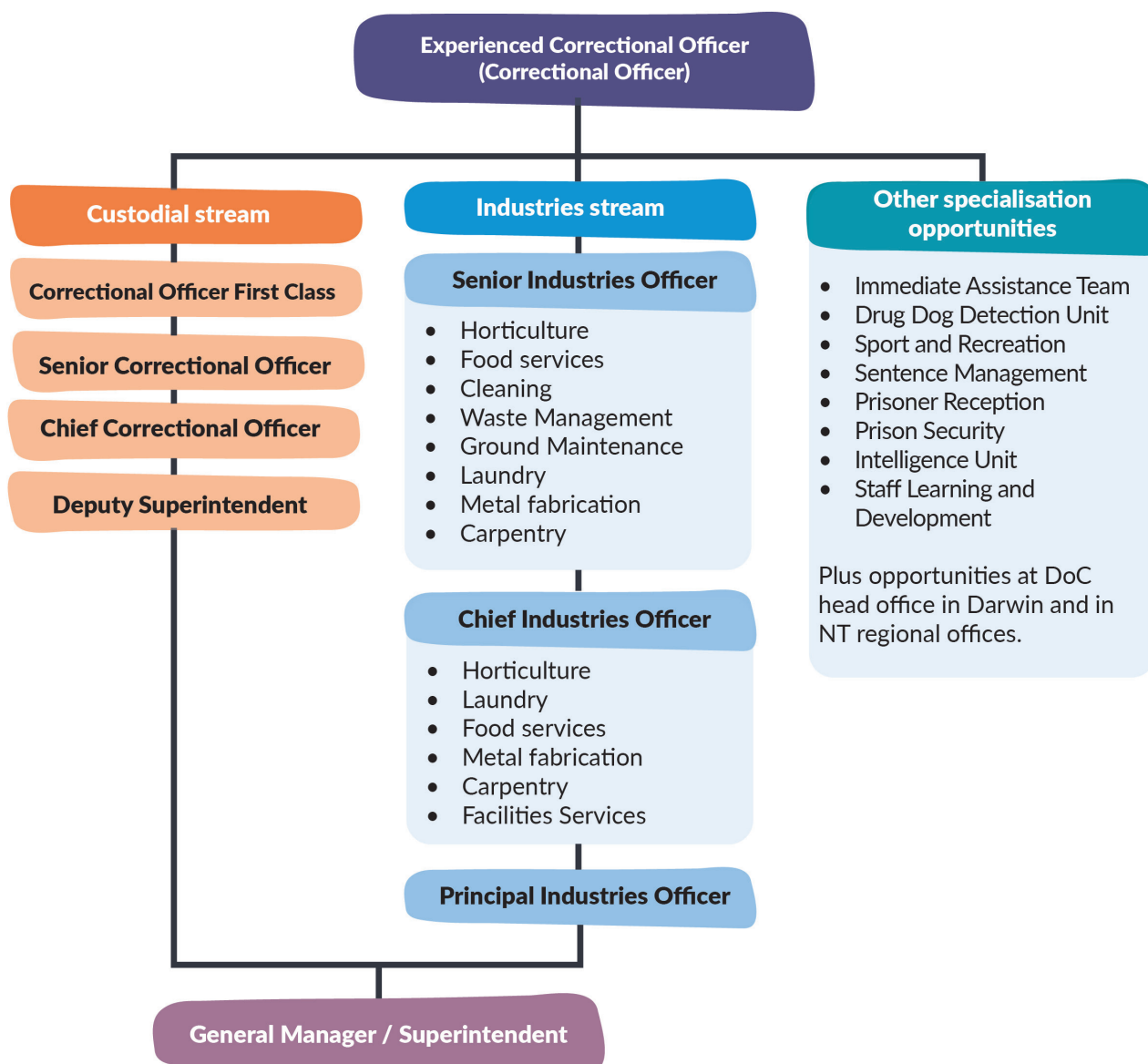
Dress code

Please refer to the DoC Dress Manual for further information.



Alice Springs Correctional Centre

Career paths



Prison Industries stream

You can use your previous trades experience to help offenders improve their work skills.

An industry officer is tasked with supervising and training prisoners in a prison's commercial and service industries. Our commercial industries manufacture a wide variety of products, including rural gates and panels, timber furniture, custom merchandise and car number plates; while our service industries offer work in general maintenance, kitchen, horticulture and laundry.

The objective of Prison Industries is to provide training and employment opportunities to prisoners, helping them learn new skills and good working habits to enhance their job prospects upon release.



NORTHERN TERRITORY
CORRECTIONAL
SERVICES

ALICE SPRINGS CORRECTIONAL CENTRE

WARNING

You are now entering a Northern Territory Correctional Facility
By proceeding beyond this point, you acknowledge that pursuant to the Correctional Services Act Part 3.5, Division 1, Sections 142 – 147, you (and your vehicle) may be stopped and searched and you may be detained if you are found to be committing an offence under the Correctional Services Act or any other Act in force in the Northern Territory

WARNING

TRESPASS IS AN OFFENCE

Persons found trespassing on Correctional Services property may be liable for prosecution under the Northern Territory Trespass Act 2016.
Section 6 A person trespass on Prohibited Land commits an offence.

Northern Territory Correctional Service Act Part 5.1 Offences

A person commits an offence if he or she enters the correctional facility and that person does not have authority to enter. Section 179
A person commits an offence if he or she is given a direction to leave the correctional facility and engages in conduct that results in a failure to comply. Section 180
A person commits an offence if he or she loiters at or in the vicinity of the correctional facility, and the person has been directed to leave the vicinity by a correctional officer. Section 181

PENALTIES APPLY



Alcohol



Mobile Phones /
Smart Watches



Cigarettes /
No Smoking



Lighters / Matches
other Flammables



Drugs and Drug
Paraphernalia



Weapons /
Firearms



Cameras /
Recording Equipment

WARNING

DRUG DETECTION DOGS ON DUTY

USE OF CORRECTIONAL SERVICES DOG
Correctional Services Act, Section 35

PERSONS, POSSESSIONS AND VEHICLES MAY BE SEARCHED

DO NOT PROCEED IF YOU ARE CARRYING OR HAVE HANDLED DRUGS

PERSONS COMMITTING OFFENCES UNDER THE ACT WILL BE DEALT WITH BY POLICE

PERSONS COMMITTING OFFENCES UNDER THE ACT MAY BE PROHIBITED FROM FURTHER ENTRY

PENALTIES APPLY

Northern Territory Correctional Service Act, Part 5.1 Offences

A person commits an offence if he or she gives a dog to, or receives a dog from, a person who is not an authorised person.
A person commits an offence if he or she allows a dog to be taken into the correctional facility, or the vicinity of the correctional facility, without the approval of the correctional officer.
A person commits an offence if he or she, in the circumstances with a prison, allows a dog to be taken into the correctional facility, or the vicinity of the correctional facility, without the approval of the correctional officer.

A person commits an offence if he or she, without lawful authority, removes from the correctional facility a dog that is property of the Northern Territory.
A person commits an offence if he or she, without lawful authority, allows a dog to be taken into the correctional facility, or the vicinity of the correctional facility, without the approval of the correctional officer.
A person commits an offence if he or she, without lawful authority, allows a dog to be taken into the correctional facility, or the vicinity of the correctional facility, without the approval of the correctional officer.

PENALTIES APPLY

The role

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.

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 from the close of advertising.

We run fast track courses as required by our correctional centres.

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.

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 DoC.

If I apply and I'm unsuccessful can I try again?

Yes. You can apply again after 6 months in the next recruitment campaign. You must submit a new application for each time because requirements, policies or procedures may change.

What are the shift patterns?

Darwin and Alice Springs Correctional Officers work a combination of 12 and eight hour shifts through days, nights 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.



A Town like Alice Springs

A town like Alice is a vibrant tight-knit community that offers wide open spaces and breathtaking landscapes.

Alice Springs is located in the Northern Territory in a region called Central Australia. This region has a hot desert climate with dry summers and cold winters.

The population of the town is approximately 30,000 people and offers residents an enviable lifestyle, with quality health, education, sporting and entertainment facilities. Alice Springs has an entertaining schedule of major events throughout the year, including horse racing, the Finke Desert Race, the Alice Springs Masters Games and the Parrtjima Festival.

Alice Springs Correctional Centre is situated in desert country 20 kilometres out of town along the Stuart Highway.

The Northern Territory spans from the lush, tropical Top End to the arid and spectacular Central Australia. Approximately 1500 kilometres 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 any other Australian capital city and is only a two hour flight to Bali, Indonesia.

The culturally diverse Northern Territory population is about 250,000 people with more than 100 different nationalities.

The Territory is a great place to be for outdoors enthusiasts, and people come from all around Australia to enjoy our fantastic camping, bush walking and sightseeing.

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.

Visit theterritory.com.au for extensive information about living and working in the NT. To find out more about the range of things to see and do in the NT, visit northernterritory.com



correctionscareers.nt.gov.au

NTCS.recruitment@nt.gov.au

Recruitment Officer **08 8928 7392**

Department of Corrections
PO Box 56, Alice Springs NT 0871
(08) 8928 7392



[nt-department-corrections](#)

Department of Corrections
PO Box 1066, Howard Springs, NT 0835
(08) 8928 7392