



TRAINEE CORRECTIONAL OFFICER

Recruitment information

correctionscareers.nt.gov.au



Alice Springs retention and attraction allowance

Correctional Officers who provide 12 months continuous service in Alice Springs will receive a \$5000 lump sum payment.

New Alice Springs employees will receive \$2500 after 3 months of continuous service and a further \$2500 after another 3 months, then \$5000 after every 12 months of continuous employment.



The role

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.



We're looking for

To meet the demands 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
- Applicants holding an appropriate valid Australian visa with full work rights may be considered for fixed period contracts whilst they await the outcome of their visa application
- Hold a full Northern Territory driver's licence with competence in driving manual vehicles upon commencement of training
- Hold a first aid certificate (HLTAID011 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 policy 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 the nationally recognised qualification CSC30122 Certificate III in Correctional Practice.

This qualification is delivered internally by Department of Corrections RTO 1074 and is fully funded.

There are also requirements for you to 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 remuneration package of up to \$107 825 inclusive of allowances, following training period
- Employment security
- Opportunities for promotion and career development
- Supplied uniforms
- Wellness allowance.

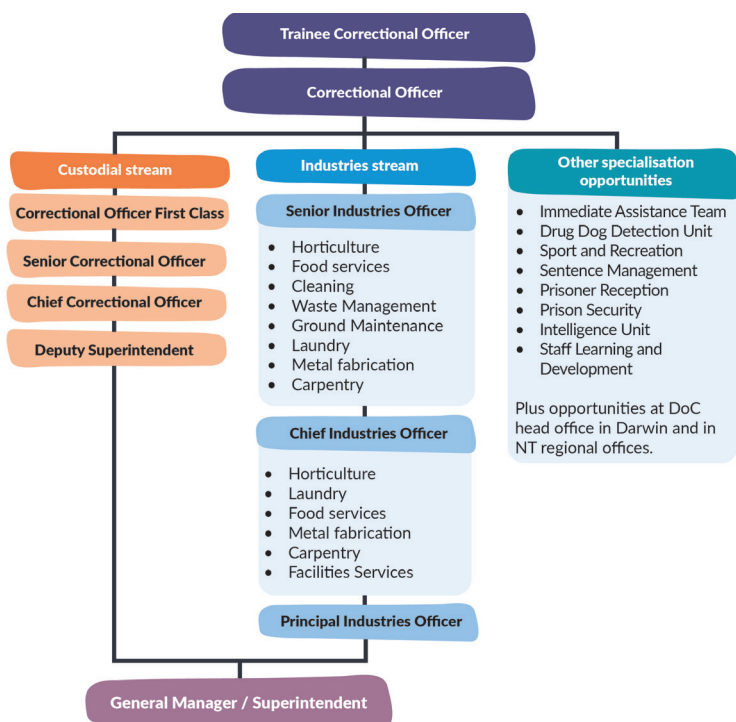
* *Terms and conditions apply*

Training salary

- A salary of \$62 167 plus 11.5% superannuation applies for the first eight weeks block training (\$69 316 remuneration).
- 9-11 week \$62 167 plus 40% consolidated allowance plus 11.5% superannuation (\$97 043 remuneration).
- After training \$69 074 plus 40% consolidated allowance plus 11.5% superannuation (\$107 825 remuneration).



Career pathway



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

Local Tennant Creek applicants residence

You will receive:

- Power subsidies
- Remote locality travel entitlement to assist with costs, twice a year about \$1100 per trip, plus 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 \$1100 per trip, plus a two days' travel entitlement
- Flexible roster with rostered days.

Important policies

Smoke free policy

All Corrections 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. Corrections 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 Corrections employees are subject to random drug and alcohol testing.

Prison Industries

Use your experience in trades to help prisoners 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. Our service industries offer work in general maintenance, kitchen, horticulture and laundry.

The overall 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.

This is considered to be one of the critical factors in reducing re-offending.

Fitness testing

Applicants shortlisted will be contacted via email to advise of the date for fitness testing and location.

Interstate applicants have the option to undertake the testing via a locally based qualified fitness instructor.

The Corrections 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. Corrections does not reimburse the costs.

All queries call Corrections Recruitment Officer on (08) 8928 7392 or email NTCS.Recruitment@nt.gov.au

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).

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

There will be a slightly revised assessment for those interstate applicants applying 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.

Applicants will be emailed the LLN test with instructions.

Selection process

Corrections 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 to progress you must submit a one page cover letter, a detailed resume showing a minimum of five years' work experience including contact details of two 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. Applicants who we shortlist at this stage progress to the Fitness testing and Language, Literacy and Numeracy testing.

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 and referee checks

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 Corrections Recruitment Team. Your pre-employment questionnaire will be reviewed and referee checks will be conducted at this stage.

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. Corrections does not provide feedback.

Interstate applicants can attend the interview online via Microsoft Teams.





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 of for the Department of Corrections that you be appointed as a permanent Correctional Officer.

Note: Holders of a current Australian visa with full work rights may be considered for a fixed period contract whilst they await the outcome of their visa application.

You will be subject to a six month probation period from the time of being awarded ongoing employment.

Criminal history

Given the nature of this role, you will be required to complete a criminal history check confirmed with a finger print 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 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 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 Corrections.

Frequently asked questions

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

Corrections recruitment is ongoing and we run Trainee Correctional courses as required. If you are a suitable applicant you may either be offered a commencement date or be placed on a register.

Applicants can only stay on the register up to 12 months from the closing of advertising.

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 reimburse me for any associated travel costs to get to or from fitness testing?

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 Corrections.

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 HLTAID011 Provide First Aid.





Frequently asked questions

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.

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.

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 250 000 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 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

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