

Prison Officer
Eastern Goldfields Regional Prison
Applicant Information Booklet

Transforming Lives
Ensuring Community Safety



Government of **Western Australia**
Department of **Corrective Services**

Protect, Rehabilitate & Serve

A message from the Superintendent, Eastern Goldfields Regional Prison

Want to make a positive difference?

It is my privilege, as Superintendent of Eastern Goldfields Regional Prison (EGRP), to be part of a unique opportunity in setting new standards in custodial services for the people of Western Australia, with a flagship facility in Kalgoorlie/Boulder.

The new EGRP is a modern, sophisticated, 'community' orientated facility, which provides a positive, supportive, learning-culture environment. For local residents, it offers the prospect of real security of employment in the area.

As a Prison Officer at EGRP you will be helping to keep the community safe by playing a unique role in the rehabilitation of prisoners in our care. You will be helping prisoners to address the issues that led to their offending behaviours, and ultimately improve their chances of leading law abiding lifestyles.

To bring about positive and lasting behavioural change, it is recognised that the prison's facilities, operational and service models must address the unique needs of Aboriginal offenders and all aspects of Aboriginal disadvantage.

As a potential applicant for a position within this new facility I would like you to consider not just the duties that you will be required to perform but also how you can make a difference to our operational goals and standards in custodial services for Aboriginal people. Having an understanding or genuine willingness to acquire knowledge of the cultural and social issues, particularly those relevant to Aboriginal people in the Goldfields Region, will be an advantage.

If you think you have what it takes to work at EGRP and to make a positive difference in the lives of people in Western Australia, an opportunity awaits.

*John Hedges
Superintendent
Eastern Goldfields Regional Prison*

Information Sessions

If you are interested in speaking with some of the local staff and learning more about the role and the Department, we strongly encourage you to attend one of the information sessions. Please contact **Eastern Goldfields Reception on (08) 9093 5100** to register your attendance for one of the below sessions which will be held at Eastern Goldfields Regional Prison, Vivian Street, Boulder.

Eastern Goldfields Regional Prison, Administration Building (next to visitor carpark)

Session 1: Monday 29th May, 7pm to 8:30pm

Session 2: Wednesday 31st May, 7pm to 8:30pm

How to Apply

The Department of Corrective Services is committed to ensuring that its workforce reflects the diversity of the community it serves by encouraging people from all parts of the community including Aboriginal and Torres Strait Islander people, women, and people from diverse linguistic and cultural backgrounds to apply.

Your application is important and will be used to determine whether you will progress to the selection stages. Therefore please make sure you include everything that has been requested, including your resume and 1-page cover letter.

APPLY ONLINE (Preferred)

1. Go to www.jobs.wa.gov.au and search by position number: 9098.
2. Click on the "Apply for Job" button at the top/bottom of the screen.
3. Complete all of the online application questions.
4. Attach the following documents:
 - a. **Resume** - A current and comprehensive resume including the contact details of two work-related referees, and
 - b. **One-page cover letter** - Please describe how your own experience (work and/or personal) will help you contribute to making a positive difference as a Prison Officer.

BY POST

1. Complete application for vacancy form (form HRD0055 which is attached to the advert).
2. Attach the following documents:
 - a. **Resume** - A current and comprehensive resume including the contact details of two work-related referees, and
 - b. **One-page cover letter** - Please describe how your own experience (work and/or personal) will help you contribute to making a positive difference as a Prison Officer.
3. Please ensure all the above documentation is included in your submission and ensure that it is securely stapled.
4. Send your paper application to:

DCS Recruitment Branch
Department of Corrective Services
Locked Bag 22, Cloisters Square
Perth WA 6850.

APPLICATIONS CLOSE

4:30pm on Tuesday 6th JUNE 2017

Late applications cannot be accepted

About the Department of Corrective Services

The Department of Corrective Services began operating in February 2006 and is responsible for managing adult and young offenders in custody and the community.

The Department reports to the Minister for Emergency Services and Corrective Services, the Honourable Francis Logan MLA, and is currently headed by Acting Commissioner, Tony Hassall.

The Department's mission is to ensure a safer community by focusing on:

- security of detainees and prisoners in correctional facilities and offenders on community based orders and parole
- safety of our people
- safety of offenders, detainees and prisoners, and
- rehabilitation.

The Department of Corrective Services maintains the custody of prisoners and the security and good order of prisons throughout Western Australia. It is responsible for the strategic management of the State's prisons and, in accordance with the *Prisons Act 1981*, *Prison Regulations 1982*, and *Adult Custodial Rules*, oversees the assessment and placement of offenders in appropriate prisons for the duration of their sentences.

The Department manages 14 maximum, medium and minimum-security prisons, six in the metropolitan area and eight in regional areas, as well as five prisoner work camps throughout the State.

Additional prisons are overseen by the Department but privately operated, including Acacia Prison and Wandoo Reintegration Facility (Serco Australia) and Melaleuca Remand and Reintegration Facility (Sodexo). The Department does not recruit Prison Officers to these facilities.

Adult offenders are most effectively managed by using targeted programs and management regimes that give the community appropriate protection whilst maximising the prisoners' potential for rehabilitation.

All newly-sentenced prisoners undergo a comprehensive assessment to determine their security rating, health requirements, work placement and program and educational needs.

All prisons in WA aim to provide an environment that encourages self-respect and respect for others, embraces diverse cultural backgrounds and provides best opportunities for positive change.

Eastern Goldfield Regional Prison

The new Eastern Goldfields Regional Prison, which is located 596km east of Perth, Western Australia, began operations in August 2016. The prison has been specifically designed to maximise the effect of new technologies including a state of the art master control room, with purpose built security management systems.

The prison has a 367-bed capacity with rooms ranging from cells to cottage-style lodging. With a high percentage of Aboriginal prisoners, the facility and its programs are tailored specifically to meet the unique cultural needs of Aboriginal offenders across both genders and all security classifications. Prison Officers will receive comprehensive training in the provision of services to culturally diverse groups and women in custody which will be provided by the Corrective Services Academy.

Applicants outside of Kalgoorlie are encouraged to source information on the region and its amenities through the City of Kalgoorlie-Boulder website <http://www.ckb.wa.gov.au/>

What does the job of a Prison Officer involve?

A Prison Officer contributes to the safe, secure and efficient operation of prisons, and is responsible for the custody of prisoners and every aspect of a prisoner's life. The daily duties will vary dependent on the security level of the prison, but may include:

- reception of prisoners and their induction into the prison

- staffing the various units in the prison including gates and other strategic areas
- helping prisoners develop a plan which makes the best use of their time in prison
- supervising prison activities including recreation, industry and training activities
- assisting with vocational training of prisoners, and
- writing reports.

In addition to custodial duties, a Prison Officer needs to build and maintain good relationships with prisoners, balancing authority with understanding and empathy. Prison Officers act as role models for prisoners and motivate and encourage them to amend their behaviours in line with community expectations.

As a Prison Officer you will also need to practice cultural respect through working with and alongside Aboriginal people and promote an awareness and understanding of Aboriginal culture to all internal and external stakeholders.

Employment Conditions

Prison Officers at Eastern Goldfields Regional Prison enjoy excellent and competitive employment conditions, including the following:

Competitive Salary

New officers receive a training salary of \$55,339 per annum during the 10-week training program. Upon completion of the training program, and commencement of Prison Officer shifts, the salary starts at \$71,839 per annum and will increase yearly up to a maximum of \$83,927 per annum.

If an applicant already has relevant custodial experience, he or she may be eligible to apply to commence on a higher salary (conditions apply, please refer to Recognition of Prior Experience below).

Officers living in Kalgoorlie or Boulder also receive an additional District Allowance of \$2,354 per annum (married rate is double this amount) and a Regional Incentive Allowance of \$4,441 per annum.

Flexible Working Conditions / Shift Work

Prison Officers work in a 24/7 environment. There are flexible shift work arrangements that could entail working 8, 10 and/or 12 hour shifts. A typical roster sees Prison Officers working 10 x twelve-hour shifts across a 21-day cycle.

Rosters are prepared and posted several weeks in advance.

Generous Leave Entitlements

- Up to 6 weeks of annual leave for Prison Officers working shifts
- Personal leave
- Parental leave (paid and unpaid)
- Purchased leave (ability to purchase additional annual leave on a pro-rata basis)
- Long service leave (upon completion of 7 years continuous service).
- Study leave

Salary Packaging

A range of benefits can be included in salary packaging. For further information, contact Smart Salary on 1300 554 489 or visit www.smartsalary.com.au.

Other Benefits

- Uniform supplied (including shoes, socks, jackets and hats)
- Job security
- Promotional and career development opportunities
- A rewarding and challenging career.

Pre-Appointment Requirements

Please note the following pre-appointment requirements are needed to comply with the *Prisons Act 1981*, *Prison Regulations 1982* and applicable Departmental Policy and Procedures. A successful applicant must:

- Be an Australian or New Zealand citizen, or hold Australian permanent residency;
- Successfully complete all relevant pre-employment medical, fitness, psychological, and any other selection assessments as determined by the Department;
- Receive clearance through a National Criminal History check and the Department's integrity assessment;
- Possess a current unrestricted C-Class (Manual) Driver's Licence;
- Possess a current Provide First Aid (HLTAID003) qualification, which includes the units of HLTAID001 Provide Cardiopulmonary Resuscitation and HLTAID002 Basic Emergency Life Support. At the time of appointment, the applicant must have 9-months validity remaining on the Cardiopulmonary Resuscitation component.

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Prison Officer Selection Assessments

To ensure that we employ people who are most suited to the role, applicants will be subject to an extensive selection and assessment process. Some of the assessments may include:

• Shortlisting and Eligibility Assessment

Your cover letter, resume and application will be reviewed and assessed in the context of the work-related requirements (selection criteria) contained in the Job Description Form.

Applicants who are not Australian or New Zealand citizens, or do not have Permanent Residency status within Australia, will be excluded from the application process.

• Psychometric Testing

Psychometric testing will include a series of cognitive ability tests (such as verbal, numerical and abstract reasoning) and personality questionnaires. If your application is shortlisted, you will be provided with further information about these assessments.

• Fitness Assessment

Applicants are required to successfully complete a fitness assessment. A description of the required fitness standards is attached to the job advertisement on www.jobs.wa.gov.au. The Department is not looking for athletes; however it is important that you are generally fit and healthy to safely carry out the job. It is important that you adequately prepare yourself, as it is unlikely that applicants will be provided with a second opportunity to complete the fitness assessment should you fail to meet the required standards.

• Selection Panel Interview

At the panel interview you will have an opportunity to demonstrate your skills, abilities and knowledge against the work-related criteria listed in the Job Description Form (attached to the online job advertisement). The panel, which typically comprises two or three custodial and/or HR staff, will ask a series of questions relevant to the role. You should consider the following points in preparation for your interview:

- Be familiar with the role.
- Think of specific examples of situations where you have applied the relevant skills and abilities.
- Be punctual and appropriately attired – neat and professional.
- Take time to answer each question and present answers clearly and concisely.
- Use the interview to ask any questions that you may have in relation to the position.

• Background Checks

After the interviews, the Department will commence contacting referees from your current and/or former employers to verify your suitability for the role. We recommend that you give your nominated referees some advance notice to ensure they are prepared to speak/report on your behalf.

Department of Corrective Services employees are also subject to Criminal History and Integrity Screening. This screening process may include the searching of both State and Federal Government databases such as the Department's Prisons Visitors Database and WA Police Records to determine your suitability, and to identify any convictions or associations you may have that could compromise your employment within the Department. It can also include investigations into suspension from employment, past employment records and performance, workers compensation, spent convictions and pending charges.

The best advice we can give is to be honest in your disclosures when you are asked to complete the relevant screening and consent forms. The circumstances for all applicants are assessed on a case-by-case basis, and a previous criminal conviction or pending charge may not necessarily preclude you from being employed with the Department.

• Psychological Interview

You may be invited to attend an interview with a registered psychologist. Be prepared to answer questions about yourself including your work, family and social life, some of which may be more personal than you would expect in a normal job interview. Interviews may take up to one hour. It is recommended that you adhere to normal interview protocol including appropriate attire. If you are scheduled for a telephone interview, ensure that you are in a quiet and private area. Any recommendations from the interviewing psychologist will be taken into consideration by the Decision Panel who will make the final determination on your suitability (see section on Decision Panel).

• Medical assessment

At times, the duties of a Prison Officer can be physical, and may involve running, bending, lifting heavy objects and being able to navigate obstacles in tight spaces. Prison Officers may need to use self-defense and control/restraint techniques during a critical incident. The medical assessment is designed to determine whether you have any medical conditions which may impede your ability to safely perform the duties of a Prison Officer.

Aspects of the medical assessment will include (but not be limited to):

- Vision – Near, distance and peripheral vision will be assessed. A binocular vision of 6/9 or better is required. If visual aids are needed, SOFT CONTACT LENSES are required as they are not as easily dislodged compared to other visual aids.
- Respiratory – a history of asthma will be carefully examined.
- Cardiovascular health
- Musculoskeletal health
- Hearing
- General health and well-being.

• Decision Panel

A Decision Panel is the final stage of the selection process, and may include various executive and/or operational stakeholders, human resources personnel, training staff and psychologists. The Decision Panel will make a final determination about your suitability for employment as a Prison Officer, based on a holistic assessment of your application and information obtained throughout the selection process (interviews, referee reports, psychological/medical assessments etc.). You will be notified in writing about the outcome of your application once the selection process is finalised. Applicants who are successful at this stage will be placed in the Appointment Pool.

Appointment Pool

The Appointment Pool will last for a period of up to 12 months, whereby successful applicants can be considered for Prison Officer (Entry Level) vacancies at EGRP as they arise. It is important to note that **inclusion in the Appointment Pool does NOT guarantee that you will be offered a position**. If you haven't secured a position when the pool expires, you will need to reapply when the Department recruits again.

If there are more suitable applicants in the pool than vacancies available at any one time, the Department reserves the right to make offers to any applicant in the Appointment Pool. The decision will be based upon a range of business needs including:

- the applicant's relevant knowledge, experience or capacity in the work area of the vacancy
- the applicant's competitiveness in regards to their selection assessments
- business needs such as gender and diversity balance as outlined in the Department's Substantive Equality Policy

Withdrawal of applicants from the Appointment Pool

There may be times when a successful applicant may lose their suitability or eligibility during the period they are in the Appointment Pool. A sporting injury for example may only result in a temporary loss of fitness and may be able to be rectified within 3 months. Other matters may affect your eligibility to remain in the Appointment Pool permanently. For example, an applicant may subsequently obtain a criminal conviction or acquire a long-term illness / injury while awaiting an offer of appointment.

Applicants are obliged to notify the Department if an event occurs that they suspect may affect their suitability or eligibility for the position while in the Appointment Pool. If in doubt – ask. Where an applicant in the Appointment Pool fails to maintain their eligibility, the Department may withdraw the applicant from the pool.

Entry Level Training Program and Probation

If you are selected to fill a vacancy, you will initially complete a challenging and rewarding 10-week (paid) training course which will equip you with the core skills required to be successful as a Prison Officer. A variety of topics will be covered such as communication skills, the judicial system, welfare skills, cross-cultural awareness, addiction studies, offender management, prisoner programs, self-defence, security and emergency procedures. Depending on numbers and business needs, training may be conducted either at the Corrective Services Academy in Bentley, or locally in Kalgoorlie. If you need to travel from Kalgoorlie to Perth to attend training, then your accommodation and meals will be provided by the Department for the duration of the course.

During the on-the-job probationary period, you will be required to demonstrate the competent application of specific skills and knowledge within the prison environment, through various formal and informal assessments. You will also be required to collate and submit a portfolio of evidence in order to demonstrate ongoing competency during this phase.

You must receive a satisfactory performance appraisal at the end of the 9-month probationary period, in order to be recommended for permanency. Upon successful completion of all training and assessment requirements, you will be awarded a Certificate III in Correctional Practice (Custodial). More information about the training and probationary requirements will be provided to you prior to commencement of employment.

Do you have prior adult custodial experience?

If you have relevant and recent custodial experience as a Prison Officer in an adult custodial facility, then you can apply to have your prior service recognised which may increase your salary level once you complete the initial 10-week Entry Level Training Program. At the time we make an offer of employment, we can assess the nature and extent of your previous service; training and qualifications, against the requirements for a Prison Officer with the WA Department of Corrective Services.

Contact details

For further information about:

- **Beilby Recruitment**, Cara Radibratovic on 0433 419 514 during business hours, for all questions relating to applications and the recruitment and selection process
- **Eastern Goldfields Regional Prison**, (08) 9093 5100, and ask to speak with Margaret Budd or Leanna Cull for any questions relating to the job or prison environment.