



Government of Western Australia
Department of Justice
Corrective Services

Regional Prison Officers

Application Information Booklet



Information Sessions

Derby

4pm - 30 August
4pm - 6 September

at the Spinifex Hotel
6 Claredon St

**To register your attendance call
9161 6000**

Geraldton

6pm - 29 August
6pm - 5 September
6pm - 12 September

at Youth Justice Offices
Leedham Cameron House
246 Lester Ave

**To register your attendance call
9923 6500**

Kalgoorlie

7pm - 28 August
7pm - 4 September
7pm - 11 September

at Eastern Goldfields Regional Prison
Vivien St, Boulder

**To register your attendance call
9093 5100**

Albany

7pm - 29 August
7pm - 5 September

at Albany Regional Prison
Princess Ave

**To register your attendance call
9842 4486**

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An Introduction to the Department of Justice

The Department of Justice is responsible for:

- managing adult and juvenile offenders in custody
- managing adult and young people in community corrections centres across the State
- delivering justice services through:
 - administration of the State's courts and tribunals
 - helping victims of crime
 - legal services to the State Government and legislative drafting services to State Parliament
 - translating government policy into laws
 - providing trustee services and promoting the rights of people with decision-making disabilities
 - registering births, deaths and marriages, and
 - supporting various review boards.

The Department reports to the Minister for Corrective Services, the Hon Francis Logan MLA, and the Attorney General, the Hon John Quigley MLA. The Department of Justice's Corrective Services Commissioner is Mr Tony Hassall and reports to the Department's Director General, Dr Adam Tomison.

Our Mission, Values & Principles

Mission

To provide a fair, just and safe community for all Western Australians

Values

Respecting rights and diversity
Fostering service excellence
Being fair and reasonable

Principles

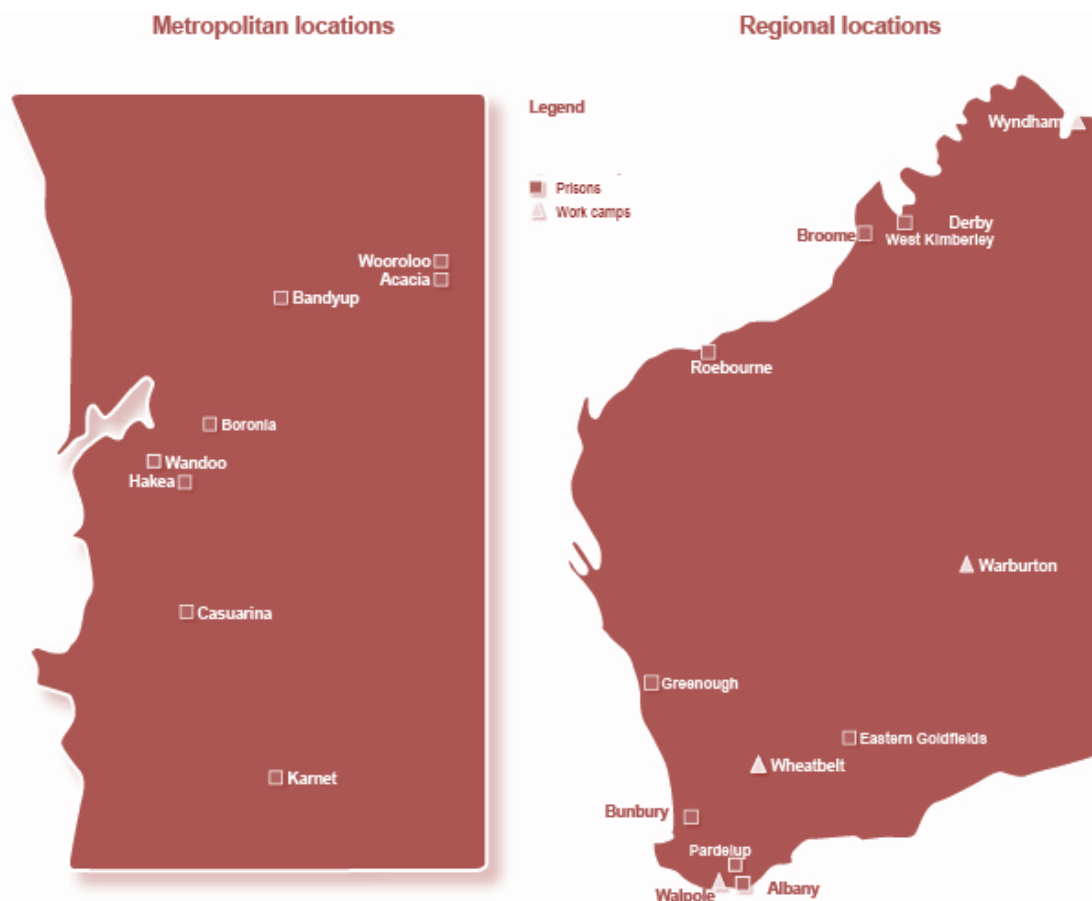
High performing and professional
Ethical and accountable
Trained, safe and supported

Corrective Services and Western Australian Prisons

The Corrective Services division of the Department of Justice maintains the custody of prisoners and the security and good order of prisons throughout Western Australia. In accordance with the *Prisons Act 1981*, *Prison Regulations 1982*, and *Adult Custodial Rules*, it oversees the assessment and placement of offenders in appropriate prisons for the duration of their sentences.

Corrective Services operates 15 public prisons providing a range of security classifications (maximum, medium and minimum), including seven prisons in the metropolitan area, as well as eight regional facilities (see map below). A further two prisons in the metropolitan area are contracted, respectively, to Serco Australia (Acacia Prison) and Sodexo (Melaleuca Remand and Reintegration Facility). There are also five minimum-security work camps located in Roebourne, the Kimberley (Wyndham), Eastern Goldfields (Warburton), the Wheatbelt (Dowerin) and the Great Southern (Walpole).

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



Prison Officer - What does the job 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 depending 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, industrial and training activities
- assisting with the vocational training of prisoners
- 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 enjoy excellent and competitive employment conditions.

Competitive Salary

You will receive a training salary of \$56,169 per annum (pro-rata) during the 11-week Entry Level Training Program (ELTP). Upon successful completion of the ELTP, the salary increases to \$72,917 per annum (Prison Officer Shift salary 1st year), with increments up to \$85,186 per annum.

If an incoming officer has prior custodial experience that the Department acknowledges (there are set criteria to be met), he or she may be eligible to apply to start on a higher salary (refer to Recognition of Prior Service and Experience below).

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 work 10 12-hour shifts in a 21-day cycle. Rosters are prepared and posted several weeks in advance.

Other Benefits

- Annual leave – five weeks for non-shift Prison Officers with an additional week for Prison Officers working shifts

- Personal leave
- Parental leave (paid and unpaid)
- Purchased leave (the ability to purchase additional annual leave on a pro-rata basis)
- Long service leave (after completion of seven years continuous service).
- Study leave
- Salary packaging on a range of items
- Regional allowances
- Uniform supplied (including shoes, socks, jackets and hats)
- Job security and a rewarding career
- Promotional and career development opportunities

Am I eligible to apply?

To be eligible for permanent appointment as a Prison Officer with the Department of Justice, it is essential that you:

- Are an Australia Citizen or have permanent residency status in Australia; or
- Are a New Zealand citizen with a Special Category Visa. A NZ citizen who enters Australia on a current NZ passport is granted a Special Category Visa which enables them to remain indefinitely in Australia with unrestricted work rights.

If you are shortlisted, the Department will ask to see your passport so your visa status can be confirmed.

How to Apply

The Department of Justice 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 written application is important, as it will be used to decide how suitable you are to progress to the next stage of the assessment and selection process.

APPLY ONLINE (Preferred)

1. Go to www.jobs.wa.gov.au and click the "Search Jobs" tab at the top of the page.
2. Using the "keyword search" function, type: *Prison Officer*.
3. Click on the "Apply for Job" button at the top/bottom of the screen.
4. Complete all of the online application questions.
5. Attach a **ONE-PAGE COVER LETTER** which broadly outlines your motivations for applying and why you think you are suitable for the role.
6. Attach a current and comprehensive **RESUME**, which includes the names and contact details of two recent, work related referees.

BY POST

1. Complete an application for vacancy form (form HRD0055, which is attached to the advert).
2. Attach a **ONE-PAGE COVER LETTER** which broadly outlines your motivations for applying and why you think you are suitable for the role.
3. Attach a current and comprehensive **RESUME** including the names and contact details of two recent, work-related referees.
4. Send your hard copy application to:
DOJ Recruitment Branch
Department of Justice
GPO Box F317
Perth WA 6841
5. If you decide to apply by post, please ensure all the above documentation is included in your submission and ensure that it is securely stapled.

**APPLICATIONS CLOSE at
4:30pm on Tuesday 25 September 2018**

No late applications will be considered.

*Please don't leave your application to the last minute. Applications received after the closing date/time **OR** applications sent to us by email cannot be accepted.*

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:

1. Receive clearance through a National Criminal History check and the Department's Integrity Assessment.
2. Successfully complete all relevant pre-employment medical, fitness, psychological and any other selection assessments as determined by the Department.
3. Possess a current unrestricted C-Class (Manual) Driver's Licence.
4. Possess a current HLTAID003 "Provide First Aid" qualification, which includes the units of HLTAID001 "Provide Cardiopulmonary Resuscitation" and HLTAID002 "Basic Emergency Life Support" at the time of appointment (with 9-months validity remaining).

Prison Officer Selection Process

To be recommended for inclusion in the Prison Officer Appointment Pool, applicants will be subject to an extensive assessment and selection process. Some of the assessments may include (in no particular order):

- Written application and shortlisting
- Employment profile assessment
- Fitness testing
- Selection panel interviews
- Medical and psychological assessments
- Reference checks
- Criminal history/integrity screening
- Decision panel

Important Points:

- ✓ Assessments will be held during October and November in the regional towns you are applying for -
 - Eastern Goldfields Regional Prison – Kalgoorlie
 - Greenough Regional Prison – Geraldton
 - Albany Regional Prison – Albany
 - West Kimberley Regional Prison – Derby
- ✓ If your application is shortlisted, you will be contacted with further information and dates for assessments in these areas.
- ✓ Assessments will not be held in Perth for this recruitment campaign. If your preference is to apply for a position at a metropolitan prison, or you are not available to attend assessments at one of the above locations throughout October and November this year, then you are encouraged to apply when the Department is next recruiting in the metropolitan area.
- ✓ Assessments are usually conducted during business hours (Mon – Fri, 8am to 5pm). In most cases, it will not be possible to offer assessments outside of business hours.
- ✓ Successful completion of all stages of the assessment process will require considerable time and commitment on your behalf.
- ✓ Travel to and from any assessment location is at your own expense.
- ✓ The selection stages are not necessarily sequential. The order in which they are undertaken are not set and may be subject to change depending on the needs of the Department.

- ✓ You may be excluded from further assessment at any stage of the selection process. In this case you will be advised in writing via email.

Written application and shortlisting

Your written application, including your cover letter and resume, will initially be reviewed and assessed in the context of the work-related requirements (selection criteria) contained in the Job Description Form (JDF). Applicants who are not Australian or New Zealand citizens, or do not have Permanent Residency status within Australia, are not eligible to apply.

Employment Profile Assessment

The Employment Profile Assessment (EPA) is an online assessment that consists of a series of short cognitive tests (i.e., verbal, numerical and abstract reasoning), as well as a personality questionnaire designed to gather information about your behavioural and personality style in a work setting. More information on the EPA will be provided to applicants at a later date once applications close.

Fitness Test

Applicants are required to successfully complete all components of the Department's Prison Officer Fitness Test. Further information about the fitness standards required is outlined in the attached document. It is important that you prepare for the fitness assessment well in advance, as a second opportunity may not be provided should you fail to meet the required standards.

Selection Panel Interview

If you progress to the interview stage, you will meet with a panel of up to three Departmental staff members, which will include at least one Prison Officer. The interview panel will ask you a series of questions relevant to the role, designed to gather information about your skills, abilities and knowledge against the work-related requirements for Prison Officers, as listed in the Job Description Form (JDF). Further information will be provided to you, if your application progresses to this stage.

Some tips for preparing for your interview

- ✓ *Be on time.*
- ✓ *Read the job description and be aware of the work-related requirements (Selection Criteria) for the job.*
- ✓ *Be familiar with the detail in your resume. You can also take your written application with you to refer to, if this helps.*
- ✓ *Be prepared to provide specific examples from your current or past employment to illustrate how you have learned and demonstrated relevant skills.*
- ✓ *Try to communicate your responses in a clear and concise manner.*

- ✓ *Remember an interview is an exchange of information and you are welcome to ask questions.*

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-defence and control/restraint techniques during a critical incident. The medical assessment is designed to assess your overall health status, and whether you have any medical conditions which may impede your ability to safely perform the duties of a Prison Officer.

Psychological interview

You may be invited to attend a further interview with a registered psychologist. Be prepared to answer questions about yourself including your health, 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 considered by the Decision Panel at the end of the selection process, which will make a final determination of your suitability (see section on Decision Panel).

Reference Checks

After interviews, the Department will start contacting referees from your current and/or former employers to verify your suitability for the role. It is recommended that you forewarn your nominated referees to ensure they are prepared to speak/report on your behalf.

Criminal History and Integrity Screening

Corrective Services employees are subject to Criminal History and Integrity Screening. This screening process may include the searching of both state and federal Government databases such as WA Police Records and the Department's Prisons Visitors Database, 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 performance and disciplinary records, spent convictions and pending charges.

The best advice we can give you 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.

Decision Panel

A Decision Panel is convened at the end of the selection process to make a final determination about your suitability for employment as a Prison Officer. The Decision Panel will make a holistic assessment of your application based on the available information at hand, including your written application, interviews, referee reports, psychological/medical assessments etc. The Decision Panel typically comprises of various executive and operational stakeholders, human resources personnel, training staff and psychologists.

You will be notified in writing about the outcome of your application once the selection process is finalised. Applicants who are recommended at this stage will be included in the Appointment Pool.

Appointment Pool

The Appointment Pool will remain valid for up to 24 months, during which time successful applicants will be considered for entry level Prison Officer vacancies as they arise. It is important to note that ***inclusion in the Appointment Pool does NOT guarantee you will be offered employment.***

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. Appointments for any intake will be based upon a range of factors:

- applicants' locality and preferences
- availability of vacancies
- gender / diversity balance as per the Department's Substantive Equality Policy
- assessment information, where applicable

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. For example, an applicant may subsequently obtain a criminal conviction or develop a long-term illness / injury while awaiting an offer of appointment. If in doubt – ask.

Entry Level Training Program and Probation

All new Prison Officers commence with an 11-week (paid) Entry Level Training Program, which is the first component of a 9-month probationary period. During the ELTP, you will cover topics such as communication skills, the judicial system, welfare skills, cross-cultural awareness, addiction studies, writing skills, offender management, prisoner programs, self-defence, security and emergency procedures and communicable diseases.

Where possible, and depending on vacancy and applicant numbers, ELTPs may be held locally to cater for regional trainees. Where local training is not practicable, ELTPs will be held at the Corrective Services Academy in Perth, and any travel and accommodation costs for regional (local) employees will be paid for by the Department.

Upon successful completion of an ELTP, graduates will continue learning on the job as a probationary Prison Officer whilst also completing the CSC30115 Certificate III in Correctional Practice (Custodial), which is a nationally recognised qualification. During this probation 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. After 9 months, probationary Prison Officers can be recommended for permanency if they receive a satisfactory performance appraisal from the Superintendent and through successful completion of the CSC30115 Certificate III in Correctional Practice (Custodial).

Recognition of Prior Service and Experience

Do you have prior custodial experience?

If you have relevant and recent custodial experience as a Prison Officer (or equivalent) in a custodial facility, then you can apply to have your prior service recognised which may increase your salary level once you complete the initial ELTP. 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 (see the attached JDF).

If you have relevant and recent custodial experience in an adult custodial facility, please indicate this in your application.

Contact Us

HR Recruitment
Department of Justice

Email: recruitment@justice.wa.gov.au

Phone: 08 9264 9505