



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

Youth Custodial Officer

Applicant Information Booklet

An abstract graphic at the bottom of the page consisting of several overlapping, curved, light-colored lines that create a sense of movement and depth.

Youth Custodial Officer

Pool Reference

Banksia Hill Detention Centre

\$61,172 - \$66,256 per annum

(plus 19% commuted allowance upon commencement of shift work)

Information for Applicants

Thank you for your interest in working for the Department of Justice as a Youth Custodial Officer.

This booklet contains information about the Department of Justice, the duties of a Youth Custodial Officer, how to apply for a position, and an overview of the recruitment and selection process.

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For further information about the role, please contact **Colin Muijs**, Assistant Superintendent Female and Cultural Services, on **(08) 9333 2212**. You are also encouraged to attend an information session at Banksia Hill Detention Centre.

Should you have further questions regarding the recruitment and selection process, please contact the **Bulk Recruitment Team** at recruitment@justice.wa.gov.au anytime or **1800 974 199** during business hours.

The Department of Justice is committed to ensuring 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.

The **Aboriginal Workforce Development Team** may be contacted at aboriginalworkforcedevelopment@justice.wa.gov.au anytime or **9264 1777** during business hours.

About the Department of Justice

The Department of Justice formed on 1 July 2017 following the amalgamation of the Department of Corrective Services and the Department of the Attorney General.

The Department comprises Corrective Services, Court and Tribunal Services, the Parliamentary Counsel's Office, Public Advocate, Public Trustee, Registry of Births, Deaths and Marriages and State Solicitor's Office.

Its mission is to work for a fair, just and safe community for all Western Australians.

The role of the Corrective Services Division is to contribute to community safety by upholding the integrity of custodial and non-custodial sentences; and positively influencing offender behaviour to reduce re-offending and encourage law-abiding lifestyles.

Corrective Services aims to provide an environment that encourages self-respect and respect for others, and which embraces diverse cultural backgrounds and provides best opportunities for positive change.

Banksia Hill Detention Centre

Corrective Services manages the only custodial facility for young people aged between 10 and 17 years at the Banksia Hill Detention Centre in Canning Vale.

Young people only go into detention as a last resort or when the offence they have committed is extremely serious.

Being held in a detention centre is often very upsetting for both the young person and their family.



The Role of a Youth Custodial Officer

As a Youth Custodial Officer you will play an important role in improving outcomes for young people in detention. On average, around 75 per cent of young people in detention in Western Australia are Aboriginal.

The right people for this job are resilient and enjoy working with young people – you may have done this professionally, voluntarily, through your family network or from other experiences. You will be a role model and work with young people and their families who have often experienced significant trauma. Youth Custodial Officers come from a variety of different backgrounds and are fair, non-judgemental and dependable. The operational environment will require you to wear a uniform and strictly follow procedures and policy to create an environment where young people are safe and supported to lead law-abiding, productive lives.

A Youth Custodial Officer is a person who:

- is responsible for the safety, security, care, wellbeing and developmental needs of young people in custody
- works with young people in challenging situations by diffusing and managing conflict
- is a positive role model for young people
- has the ability to work with young people from Aboriginal or diverse cultural backgrounds.

For more information on the specific responsibilities of the role, please read the Job Description Form (JDF) which is attached to the advertisement on www.jobs.wa.gov.au. You are also encouraged to attend one of the upcoming information sessions.

Information Sessions

Information sessions will be conducted at the Banksia Hill Detention Centre. For people considering a role as a Youth Custodial Officer these sessions are a valuable way to learn more about the Department and hear from our current staff. You are strongly encouraged to attend at the following dates and times:

INFORMATION SESSIONS			
Date (2019)	Location	Address	Time
Tuesday 20 August	Banksia Hill Detention Centre	Warton Rd and Nicholson Road, Canning Vale WA 6155	5:00pm – 7:00pm
Sunday 25 August	Banksia Hill Detention Centre	Warton Rd & Nicholson Road, Canning Vale WA 6155	10:00am – 12:00pm
Tuesday 27 August	Banksia Hill Detention Centre	Warton Rd & Nicholson Road, Canning Vale WA 6155	5:00pm – 7:00pm

Numbers will be restricted at each session, please contact **Margaret Lee** on **9333 2204**. You will need to provide your full name and date of birth.

General advice can be provided to Aboriginal people who wish to apply for employment with the Department of Justice. You can contact Shem Garlett on aboriginalworkforcedevelopment@justice.wa.gov.au or **9264 1777** during business hours.

Benefits

Youth Custodial Officers are employed under the Department of Corrective Services Youth Custodial Officers' General Agreement 2017 and receive all the benefits attached to a government career:

- employment security
- comprehensive paid training
- competitive base salary: \$61,172 - \$66,256 per annum plus superannuation
- 19% commuted allowance in addition to the base salary (upon commencement of shift work). This equates to approximately \$11,000 - \$12,000 per annum
- generous leave provisions
- supplied uniforms
- opportunities for promotion
- salary packaging – visit www.smartsalary.com.au for more details.

A Youth Custodial Officer based at Banksia Hill Detention Centre is required to work rotating shift patterns on a 24 hour per day / 7 days per week roster system. Shifts are ordinarily 12 hours in duration and you will be expected to work on public holidays (including Easter, Christmas and New Year), weekends and nights as part of the roster rotation.

How to Apply

To be eligible to apply for a Youth Custodial Officer, applicants need to:

- Be an Australian or New Zealand citizen or have Australian permanent residency
- Possess a valid driver's licence
- Possess a first aid qualification from an accredited training provider (or be willing to undertake and/or renew necessary accreditation).

The preferred method for submitting your application is **online**. Once you have submitted your online application, you will receive an automated email confirmation. This will state the date and time your application was received and a unique application reference number. The email will also specify which attachments have been submitted with the application (i.e. **curriculum vitae (CV)/resume** and **one-page statement**).

If you do not receive a confirmation email after applying online or you are unable to submit your application, please contact Recruitment on 1800 974 199 during business hours.

In order for your application to be **complete**, you will need to submit the following:

- 1.** A current and comprehensive **CV/resume** including the contact details of two work-related referees. Where possible, referees should include current or recent supervisors and/or line managers
- 2.** In a **one-page statement** address the following:
 - What is your understanding of Child Safe Principles; and
 - With this understanding of Child Safe Principles, how would you positively engage with you young people, including those from Aboriginal or diverse cultural backgrounds

If you need help writing your statement, we suggest researching 'national principles for child safe organisations'. One place to get started is the Australian Human Rights Commission website <https://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations> and <https://www.humanrights.gov.au/our-work/childrens-rights/projects/child-safe-organisations>

Applicants who are shortlisted will be assessed against all the work-related requirements listed in the JDF (attached to the job advertisement) through a series of selection assessments.

Forwarding your application

Online

- a. Go to www.jobs.wa.gov.au and search by keyword 'Youth Custodial Officer'
- b. Click on the 'Apply for Job' button at the top or bottom of the screen
- c. Complete the online application questions
- d. Attach your **CV/resume** and **one-page statement** which includes the information requested.

Applications close 4.30 pm Friday 13 September 2019

We recommend you apply promptly and do not leave your application until the last minute. Applications received after the closing date and time will not be accepted. Proforma, faxed, hand delivered or emailed applications are also unable to be accepted.

Selection assessments

To be selected to the Youth Custodial Officer appointment pool, there are assessment stages you must successfully undertake. Stages are not necessarily sequential. Due to timing restraints, some stages may overlap.

Please also note:

- Applicants must be available to attend assessments in the Perth metropolitan area
- Travel to and from any assessment location is at the applicant's expense
- The assessments may change at any time before or during the selection process, and applicants will be notified of any changes
- Most of the assessments will take place during business hours (Monday – Friday 8:00 to 17:00). In most cases it will not be possible to offer assessments outside of business hours
- Notification regarding the outcome of each stage of the recruitment process will be sent to applicants via email. It is essential you regularly check your emails to monitor the progress of your application. Applicants who are deemed unsuccessful at any stage of the selection process may be excluded from further assessments.

Stage 1 – Shortlisting

Your **CV/resume** and **one-page statement** incorporating the requested information will be assessed to determine whether you are shortlisted for further assessment. Consideration will be given to eligibility requirements as outlined in the JDF and in the job advertisement.

Stage 2 – Psychometric testing

You will be invited to complete a series of online aptitude tests (verbal, numerical and abstract reasoning) and a comprehensive personality questionnaire. Psychometric testing is designed to assess your cognitive and psychological suitability for the role.

Stage 3 – Fitness assessment

You will be required to successfully complete a fitness assessment, upon receipt of a satisfactory medical clearance from your doctor. Start preparing now to meet the fitness standards which can be found attached to the job advertisement.

Stage 4 – Selection panel interview

A selection panel will ask a series of questions relevant to the role designed to elicit information about your skills, knowledge and abilities against the job related requirements (detailed in the JDF).

You will be allowed time prior to your interview to read through the interview questions, and to consider and prepare your responses. The role requires you to write information, for example, incident reports, and this may be assessed at the interview stage.

You should consider the following points in preparation for your interview:

- Be familiar with the role and job related requirements outlined in the JDF
- Consider the job related requirements and think of specific examples of situations where you have applied the relevant skills and abilities
- Focus on the duties of the position and how they should be carried out, consider problems that might be encountered and how they would be resolved
- 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.

Stage 5 – Medical assessment and psychological interview

Medical assessment

At times, the duties of a Youth Custodial Officer can be physical, and may involve running, bending, lifting heavy objects and being able to navigate obstacles in tight spaces. Youth Custodial Officers may need to use self-defence and control or restraint techniques during a critical incident. The medical assessment is therefore 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 Youth Custodial Officer.

Aspects of the medical assessment may include (but are not limited to):

- vision – a binocular vision of 6/9 or better is required. If visual aids are needed, soft contact lenses are preferred 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

Psychological interview

You may be asked 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 considered by the decision panel that will make the final determination of your suitability.

Stage 6 – Criminal history and integrity check

All Department of Justice employees are required to undergo a national criminal history check. You will be provided with relevant forms. It is important you ensure the personal information you provide is correct. Providing false or misleading information can negatively impact the outcome of your application.

In positions that involve working with offenders, applicants are also required to undertake an integrity check. This may include investigations into suspension from employment, past employment records and performance, workers' compensation, spent convictions and pending charges.

A previous criminal conviction or pending charge will not necessarily preclude a person from being employed with the Department. The Department of Justice assesses each case based on its merits.

Stage 7 - Referee reports

You are asked to provide the names and contact details for at least two relevant work-related referees. It is recommended you select current and former supervisors who can comment on your skills and abilities relevant to the position. It is important you ensure your referees are aware they may be contacted by the Department, and are willing and available to provide a referee report on your behalf.

Stage 8 – Decision panel review

The decision panel typically comprises of various executive and operational stakeholders, human resources personnel, training staff and psychologists. They are responsible for making a holistic assessment of each applicant's suitability, based on all the information obtained throughout the selection process.

You will be formally notified in writing about the outcome of your application once the selection process is finalised. Notifications for all successful and unsuccessful applicants will be sent via email and will include information on how to seek feedback, which can help you to understand how the panel made their decision.

Working with Children Act 2004 (WWC Act)

The position of Youth Custodial Officer is identified under section 6 of the WWC Act as 'child related work'. All new employees who work with children, as defined under the WWC Act must be successfully screened prior to the commencement of work.

Appointment pool

If you are deemed suitable by the decision panel you will be placed into the appointment pool. The pool will operate for up to two years, during which time you can be considered for any entry level Youth Custodial Officer vacancies. Being recommended to the appointment pool does not guarantee a job offer.

Applicants are obliged to notify the Department if an event occurs 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 acquire a long-term illness or injury while awaiting an offer of appointment. Where an applicant fails to maintain their eligibility, the Department may withdraw the applicant from the pool.

Training

Selections will be made from the appointment pool to participate in the Entry Level Training Program, with the first intake currently scheduled to commence in April 2020.

The full-time course at the Department's Academy provides participants with skills and knowledge designed to prepare them to commence duties as a Youth Custodial Officer. This is followed by a probation period where competency-based on-the-job assessments are undertaken. The training is nationally accredited and successful participants will be awarded a CSC30115 Certificate III in Correctional Practice (Youth Custodial).

The Academy is located at 4 Allen Court, Bentley, WA 6102.

Decisions to appoint applicants from the pool to an Entry Level Training Program will be based on the commencement date of the next intake and workforce requirements.

Thank you for your interest in a career with the Department of Justice.



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