



GOVERNMENT OF
WESTERN AUSTRALIA

Department of
Justice

Prison Officer

Job Applicant Information and Guide Booklet



About the Department of Justice

Thank you for your interest in the advertised Prison Officer role within the Department of Justice. This booklet will provide you with information, guidelines and steps in the recruitment and selection process to assist you and provide you with every chance of success with your application.

Mission

A fair, just and safe community for all Western Australians

Principles

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

Values

- Respecting rights and diversity
- Fostering service excellence
- Being fair and reasonable

Roles and services

The Department of Justice supports the community, Western Australia Government, judiciary and State Parliament through the provision of access to high quality justice, legal and corrective services, information and products.

The Department is the agency principally responsible for assisting the Attorney General and the Minister for Corrective Services in developing and implementing policy and the administration and compliance of approximately 200 Acts.

The Department has a diverse range of services, which have the potential to affect all Western Australians. This includes:

Justice Services

- Court and tribunal services
- Corrective services
- Offender management and community safety
- Victim support

Key result areas

- Responsive to Government
- Improved data, analytical and evaluative capability
- Targeted and strategic policy development and legislative reform
- Improved community safety and security
- Sustainable strategies and outcomes

Services to the Community

- Advocacy, guardianship and administration services
- Trustee services
- Birth, death and marriage registration services

Services to Government

- Policy advice
- Legal advice and representation
- Legislative drafting and related services

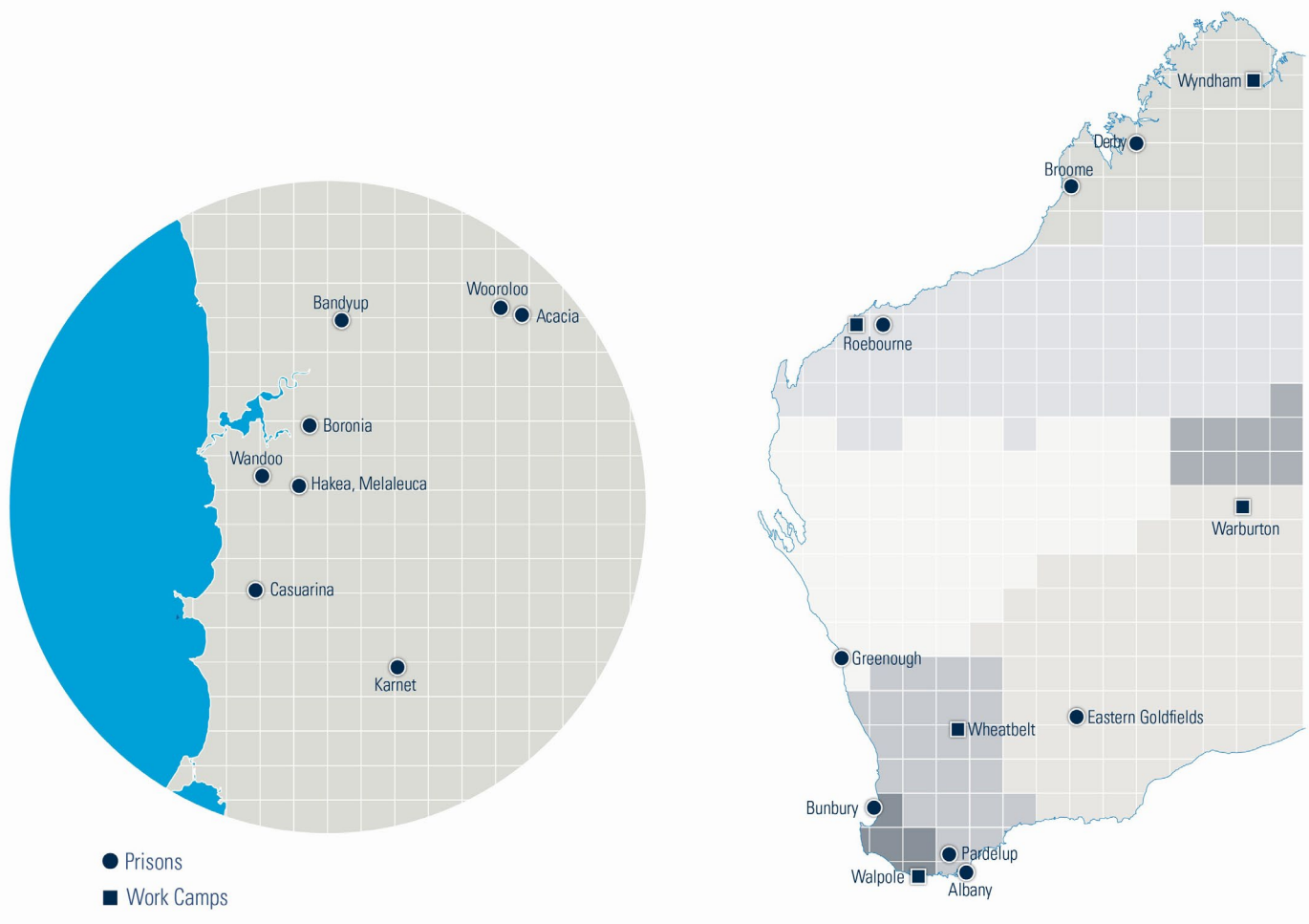
Operating Locations

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 16 public prisons providing a range of security classifications (maximum, medium and minimum), including eight prisons in the metropolitan area, as well as eight regional facilities (see map below). A further one prison in the metropolitan area is contracted, to Serco Australia (Acacia Prison). 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.

Refer to [Regional Information](#) for links to access comprehensive information about living and working in some of the Regional areas.



Roles and Responsibilities

A Prison Officer is responsible for contributing to the safe, secure and efficient operation of the prison and custody of prisoners, duty of care, reparation to the community and reduction in re-offending.

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
- written reports, such as incident reports and reports that may be used for legal purposes, etc.

In addition to custodial duties, a Prison Officer needs to:

- build and maintain good relationships with prisoners
- balance authority with understanding and empathy
- work with prisoners in challenging situations by diffusing and managing conflicts, act as role models for prisoners, motivate and encourage them to amend their behaviours in line with community expectations and
- 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. On average, around 40 per cent of prisoners in custody in Western Australia are Aboriginal.



Information Sessions

Information sessions will be conducted at Eastern Goldfields Regional Prison, West Kimberley Regional Prison and Greenough Regional Prison. For people considering a role as a Prison 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				
Session	Date	Location	Address	Time
1	Wednesday 22 September 2021	Eastern Goldfields Regional Prison	150 Vivian Street, Boulder WA 6432	7:00 pm – 8:30 pm
2	Wednesday 22 September 2021	West Kimberley Regional Prison	Lot 500 Derby Highway Derby WA 6728	6:30 pm – 8:00 pm
3	Wednesday 22 September 2021	Greenough Regional Prison	Edward Road, Narngulu WA 6532	5:00 pm – 6:00 pm
4	Wednesday 29 September 2021	Eastern Goldfields Regional Prison	150 Vivian Street, Boulder WA 6432	7:00 pm – 8:30 pm
5	Wednesday 29 September 2021	Greenough Regional Prison	Edward Road, Narngulu WA 6532	5:00 pm – 6:00 pm
6	Wednesday 6 October 2021	Eastern Goldfields Regional Prison	150 Vivian Street, Boulder WA 6432	7:00 pm – 8:30 pm
7	Wednesday 6 October 2021	West Kimberley Regional Prison	Lot 500 Derby Highway Derby WA 6728	6:30 pm – 8:00 pm
8	Wednesday 6 October 2021	Greenough Regional Prison	Edward Road, Narngulu WA 6532	5:00 pm – 6:00 pm

Numbers will be restricted at each session, please [register online](#) <<https://www.trybooking.com/BUAKC>> or if you experience difficulty with booking online then contact **Recruitment** at recruitment@justice.wa.gov.au or call **1800 974 199**. 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 **Aboriginal Workforce Development Team** on aboriginalworkforcedevelopment@justice.wa.gov.au or call **(08) 9264 1700** during business hours for culturally appropriate application advice.

Salary, Entitlements and Benefits

Prison Officers receive a competitive salary, benefits and other employment conditions.

Salary

Prison Officer Trainee (first 12 weeks):

\$60,398 per annum (pro rata) + 10% superannuation

Prison Officer:

\$78,352 - \$90,295 per annum (pro rata) + 10% superannuation

Flexible Working Conditions

- Prisons operate on a 24 hour roster system, 7 days a week
- 8, 10 and/or 12 hour shift work arrangements

Leave Entitlements

- Annual leave: 5 weeks
- Annual leave shift: additional 1 week for Prison Officers working shifts
- Personal leave: 140 hours
- Parental leave: 14 weeks paid and 38 weeks unpaid
- Purchased Leave: 2 or 3 weeks
- Long service leave: 13 weeks after 7 years of continuous service
- Cultural leave
- Study leave

Other benefits

- Salary packaging
- Uniform supplied – including shoes, socks, jackets and hats
- Job security
- Rewarding career
- Promotions and career developmental opportunities
- A workplace that celebrates diversity and fosters inclusion

Regional benefits

If you are interested in working in a regional area, you may be eligible for additional benefits. These are dependent on the region, but may include:

- Additional annual leave
- Annual leave travel concessions
- Subsidised rental – not applicable to local recruits
- Home ownership scheme – eligibility requirements must be met
- Subsidised utility bills

Aboriginal applicants

- Access to the Aboriginal Workforce Development team to discuss developmental opportunities or to seek advice on recruitment and selection process
- Dedicated Aboriginal Workforce Development Strategies are in place within the Department
- Opportunities to support Aboriginal people in the Justice system

Pre-appointment requirements

The following pre-appointment requirements are required to comply with the *Prisons Act 1981*, Prison Regulations 1982 and applicable Departmental policies and procedures.

Prior to commencement, Prison Officers must:

- ✓ Be an Australian or New Zealand citizen or have Australian permanent residency status
- ✓ Receive clearance through a National Criminal History check and the Department's Integrity Assessment
- ✓ Successfully complete all relevant pre-employment medical, fitness assessment, psychological testing
- ✓ And any other selection assessments as determined by the Department
- ✓ Possess a current C-Class Driver's Licence
- ✓ Possess a current HLTAID003 "Provide First Aid" qualification, which includes the units:
 - HLTAID001 "Provide Cardiopulmonary Resuscitation" and
 - HLTAID002 "Basic Emergency Life Support"

Note: qualification must have at least 9 months validity from the date of commencement.



Selection Process

Assessments

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

To be selected to the Prison 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 at short notice.
- Travel to and from any assessment location is at the applicant's expense.
- The assessments are planned to be conducted between these dates. These dates may be subject to change at any time during the selection process. If this occurs applicants will be notified of the 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.

Timetable for Prison Officer assessments

Assessment	Date
Shortlisting and Psychometric Testing	September 2021- October 2021
Fitness Assessment	November 2021
Selection Panel Interview	November 2021 – January 2022
Medical Assessment and Psychological Interview	November 2021 – January 2022

Selection process



Stage 1: Shortlisting

Your **CV/resume** and **online application responses** 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

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

Stage 3: Fitness Assessment

Applicants are required to successfully complete all components of the Department's Prison Officer Fitness assessment, upon receipt of a satisfactory medical clearance from your doctor. Further information about the fitness standards required is outlined in Fitness Standards (Prison Officers and Custodial Officers) and the job advertisement.

Start preparing now to meet the Fitness Assessment requirements 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 draw information about your skills, knowledge, and abilities against the job-related requirements (detailed in the JDF).

The interview will comprise of 25 minutes of pre-interview preparation time which consist of 10 minutes to complete a brief written exercise and 15 minutes to help you consider and prepare your responses to the interview questions. This will then be followed by an additional 30 minutes for your interview with the panel.

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

- The written exercise requires you to demonstrate your ability to present information in a clear logical manner using suitable sentence structure.
- Be punctual and appropriately dress – neat and professional
- Review and understand 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
- Consider problems that might be encountered and how they would be resolved
- 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
- Reflect on the duties of the role and how they could be carried out.

Stage 5: Medical Assessment and Psychological Interview

Medical assessment

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 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 Prison 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 will most likely be required 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 an integrity and national criminal history check. You will be emailed instructions to complete the Department's criminal history and integrity check. 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 an integrity check may also 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.

Stage 7: Referee Reports

You are asked to provide the names and contact details for at least two relevant work-related referees such as your previous/current supervisor or manager 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.

Appointment Pool

If you are deemed suitable by the decision panel you will be placed into an appointment pool. An appointment pool is usually valid for twelve months, however, may be advertised to operate for two years, during which time you can be considered for the Entry Level Training Program for Prison Officer vacancies when and 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 from the Appointment Pool. Determining individual appointments 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. The Department reserves the right to reassess any applicant's suitability for the role (eg medical, fitness, criminal history and integrity screening) whilst they are in the Appointment Pool, before making an offer of appointment.



ELTP and probation



All new Prison Officers commence with a 12-week (paid) Entry Level Training Program (ELTP), 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).



Other information

Recognition of Prior Service and 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 Justice (see the attached JDF).

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

Regional information and links

The Department is actively recruiting for regions such as Kalgoorlie in the Goldfields, Derby in West Kimberley and Geraldton in the Midwest. Please visit the following links for comprehensive information about living and working in these areas. To find out more information on the range of activities these areas have to offer, visit www.westernaustralia.com.

Kalgoorlie – Goldfields:

- <http://www.drd.wa.gov.au/regions/Pages/Goldfields-Esperance.aspx>
- <https://movetokal.com.au/>

Derby – West Kimberley:

- <http://www.drd.wa.gov.au/regions/Pages/Kimberley.aspx>

Geraldton- Midwest:

- <http://www.drd.wa.gov.au/regions/Pages/Mid-West.aspx>



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. Aboriginal applicants can receive culturally competent support by contacting the Aboriginal Workforce Development Team – contact details can be found on the next page.

The 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 (ie **curriculum vitae (CV)/resume**).

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:

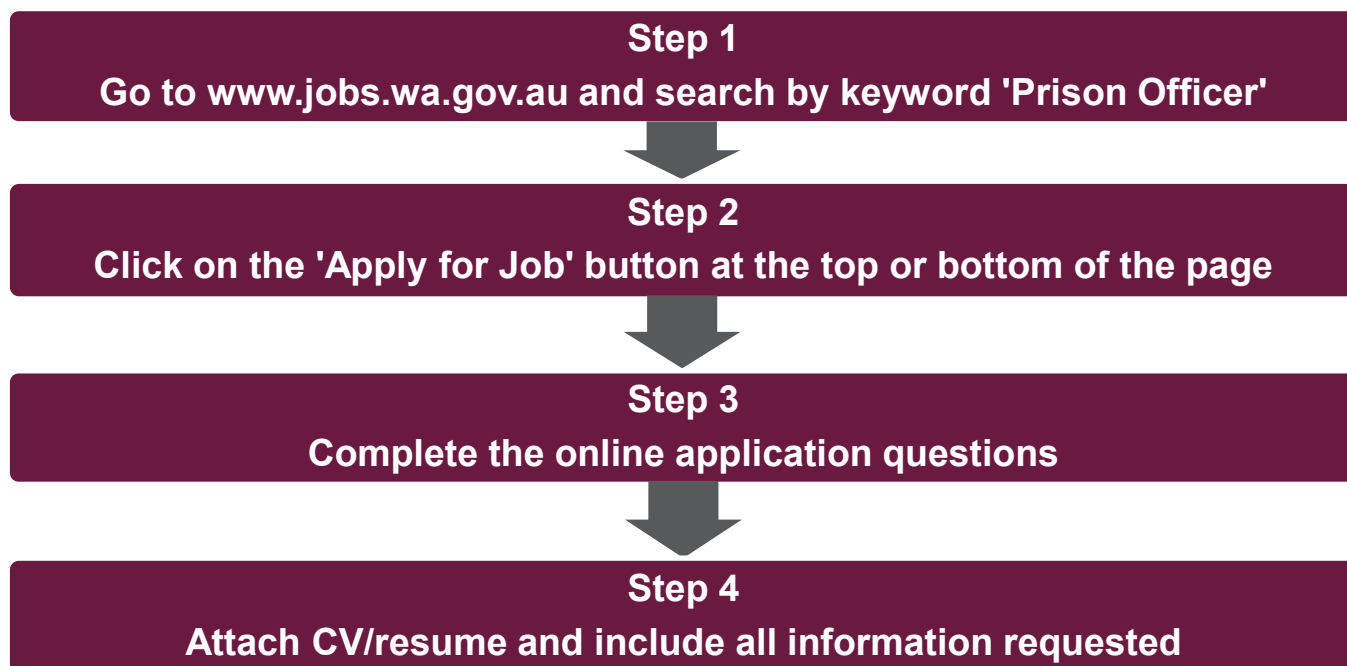
- A current and comprehensive **CV/resume** including the contact details of two (2) work-related referees. Where possible, referees should include current or recent supervisors and/or line managers
- During the online application submission process, you will be **addressing the questions below (word limit of 150 words per question)**:
 1. How have you used your communication skills to explain a problem to a client/customer who was already frustrated? Explain how you diffused the situation.
 2. Describe a time when you worked in a team where your role was crucial. What was your role and what skills did you use to achieve a good outcome?
 3. In a custodial environment, you will often interact with Aboriginal people. What are some cultural aspects you would consider when interacting with Aboriginal people and how would you adapt your approach?

Applications close: Monday, 18 October 2021 (4.30 pm WST)

Please ensure you allow sufficient time to submit your application, as late applications will not be accepted.

Applications close: Monday, 18 October 2021 (4.30 pm WST)

Only online applications accepted



Have questions regarding the role recruitment and selection process?

Contact:

Bulk Recruitment

@ recruitment@justice.wa.gov.au

 1800 974 199

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. As such, we will apply Section 51 and may apply Section 27 (2) of the *Equal Opportunity Act 1984*.

Have a question?

Contact:

Aboriginal Workforce Development

@ aboriginalworkforcedevelopment@justice.wa.gov.au

 9264 1700

