



GOVERNMENT OF  
WESTERN AUSTRALIA

Department of  
Justice

# Prison Officer

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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



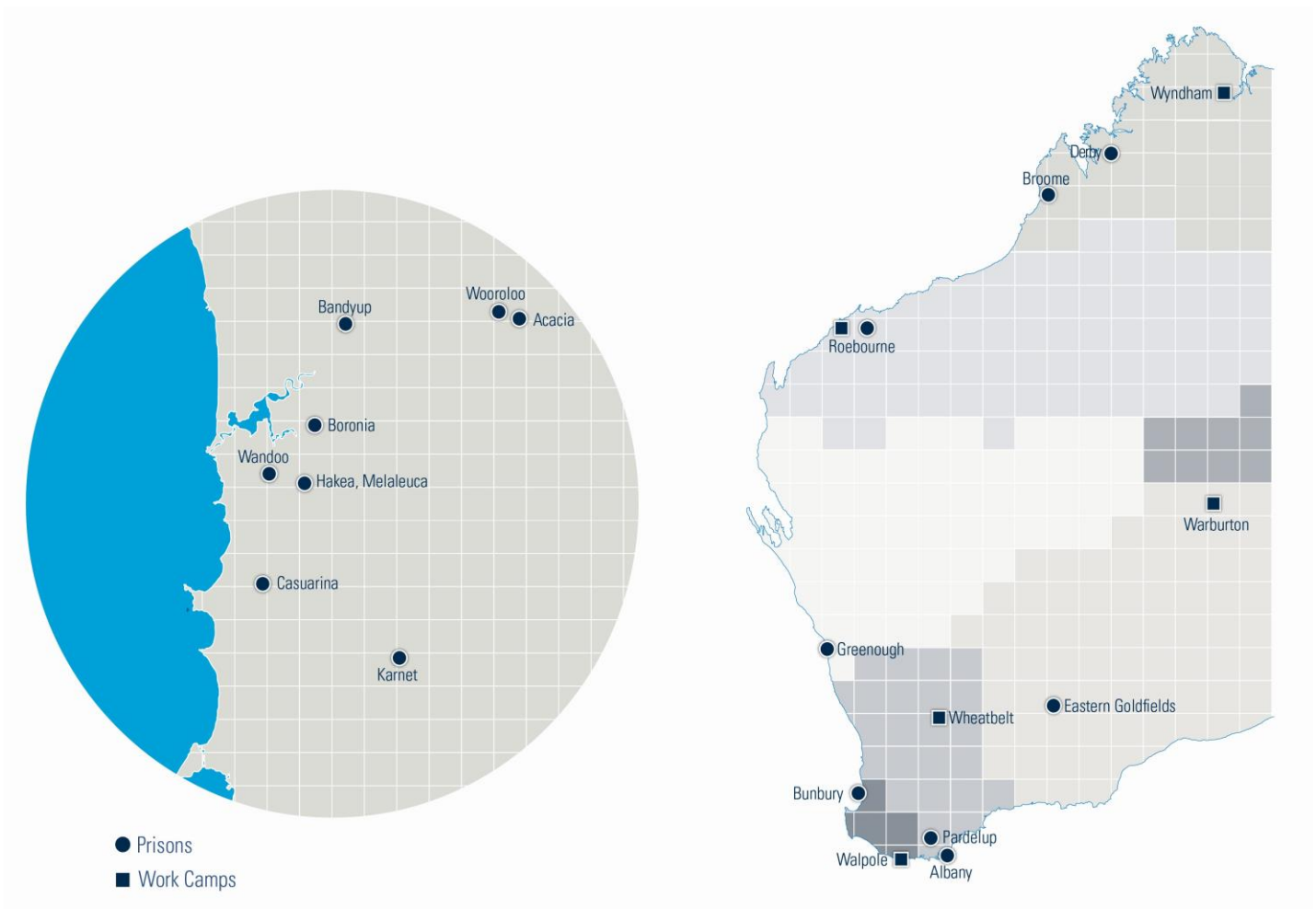
## Operating Locations

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.

## 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 & 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

## Information Sessions

Information sessions will be conducted virtually due to COVID restrictions. Sessions will provide information relating to the following prisons as per the table below. 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 join a session on one of the following dates and times.

Numbers will be restricted at each session, please [register here](#) or if you experience difficulty with booking online then please contact **Recruitment** at [recruitment@justice.wa.gov.au](mailto:recruitment@justice.wa.gov.au) or call **1800 974 199**. You will need to provide your full name and contact details.

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](mailto:aboriginalworkforcedevelopment@justice.wa.gov.au) or call **(08) 9264 1700** during business hours for culturally appropriate application advice.

## INFORMATION SESSIONS

Date		Time
Tuesday, 26 April 2022	Eastern Goldfields Regional Prison	5:00pm – 6:00pm
Wednesday, 27 April 2022	West Kimberley Regional Prison	5:00pm – 6:00pm
Thursday, 28 April 2022	Greenough Regional Prison	5:00pm – 6:00pm
Wednesday, 4 May 2022	General	5:00pm – 6:00pm

## 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
- ✓ Be fully vaccinated against COVID-19 as per the [Mandatory COVID-19 vaccination policy for WA workforces](#)
- ✓ Possess a current HLTAID011 "Provide First Aid" qualification, which includes the units:
  - Provide Cardiopulmonary Resuscitation and
  - Basic Emergency Life Support

**Note:** The CPR component must have at least 9 months validity from the date of commencement.

## Prison Officer: Is this job right for you?

This self-assessment questionnaire will help you decide if a Prison Officer role is right for you.

The questionnaire is not designed to fully assess your suitability for a Prison Officer role and is for your use only. Any formal assessment of your suitability will be done throughout the recruitment and selection process.

Ask yourself the following questions truthfully:

No	Question	Yes	No
1	Are you genuinely interested in working with people in custody?	<input checked="" type="radio"/>	<input type="radio"/>
2	Do you treat people fairly and without judgment, regardless of their status, background, culture, beliefs or gender?	<input type="radio"/>	<input type="radio"/>
3	Can you adapt your communication and interpersonal skills to suit the people you are working with and the situation?	<input type="radio"/>	<input type="radio"/>
4	Can you think on your feet and solve problems in difficult situations?	<input type="radio"/>	<input type="radio"/>
5	Can you cope with regular routine, often dealing with the same things at the same time on most days?	<input type="radio"/>	<input type="radio"/>
6	Are you prepared to work in an environment where conflict may be a daily occurrence?	<input type="radio"/>	<input type="radio"/>
7	Are you prepared to work in an organisation with a clear rank structure, and observe the chain of command?	<input type="radio"/>	<input type="radio"/>
8	Are you prepared to strictly follow set procedures and policies?	<input type="radio"/>	<input type="radio"/>
9	Are you prepared to do shift work in a closely monitored and restricted environment, for up to 12 hours at a time?	<input type="radio"/>	<input type="radio"/>
10	Are you willing and able to work public holidays (including Christmas and Easter), weekends and nights, with early and late starts?	<input type="radio"/>	<input type="radio"/>
11	Are you committed to maintaining your physical fitness through regular exercise?	<input type="radio"/>	<input type="radio"/>

Did you answer **Yes** to all of above questions? This may be a good indication that you should apply to become a Prison Officer!

Did you answer **No** to any of the questions above? You might want to consider whether a Prison Officer role is the right one for you at this time.

*This self-assessment questionnaire is for your use only and there is no need to include the results with your application.*

## 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 page 17.

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 CV/resume).

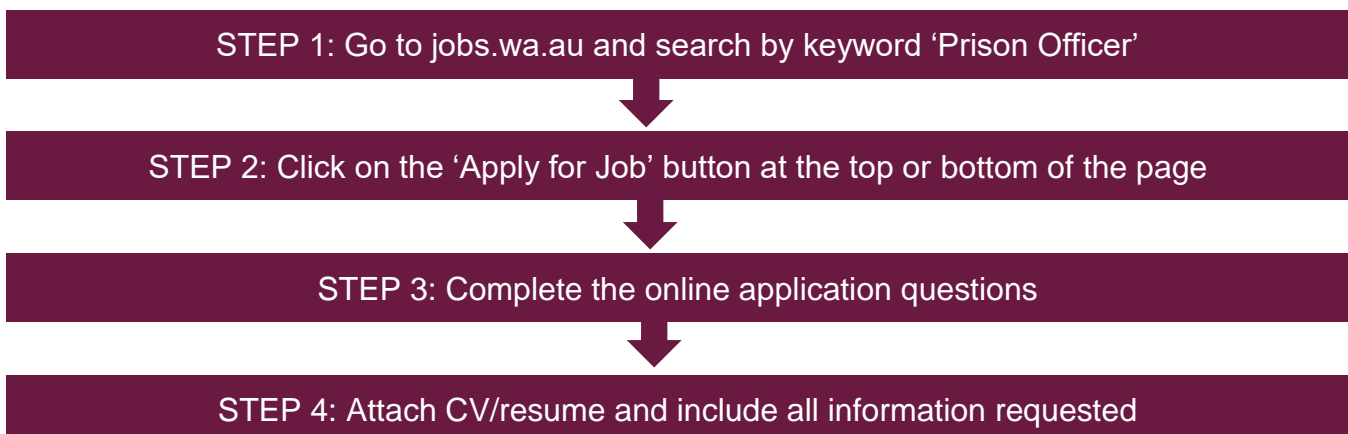
If you do not receive a confirmation email after applying online or you are unable to submit your application, please contact Recruitment on 1800 974 199 during business hours.

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 250 words per question)**:
  1. A Prison Officer's communication skills are key to being successful in the role. How have you used your communication and interpersonal skills to resolve an issue? What was the desired outcome?
  2. Describe a situation at work or in your personal life, where it was beneficial to demonstrate cultural awareness. Explain the circumstances, and what did you do to achieve a result?
  3. Safety is an important aspect of any job environment. Please provide an example of actions you took that ensured the safety of others, and what teamwork skills you used to achieve an effective outcome?

**Applications close: Monday, 23 May 2022 (4.30 pm WST)**

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





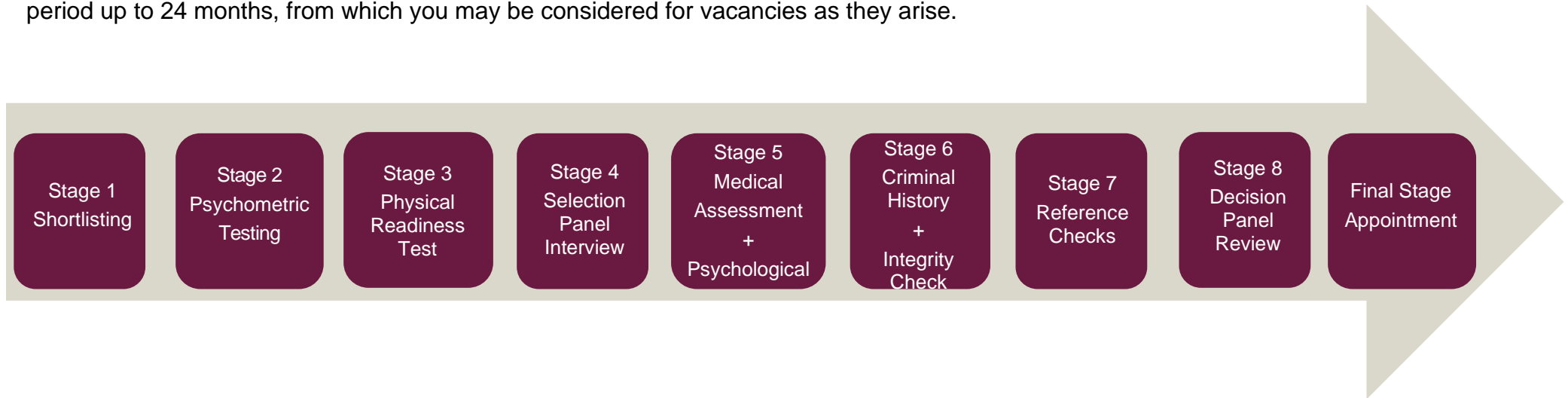
# Selection Process

## Assessments

To be selected to the Prison Officer Appointment pool, there are assessment stages you must successfully undertake. Stages are not necessarily sequential and due to timing constraints, some stages may overlap.

Please also note:

- Assessments will be held in the Perth metropolitan area, and some key regional locations in Western Australia (i.e., Albany, Derby, Broome, Geraldton, Kalgoorlie). You will be notified when assessments are conducted nearest to you.
- Please note - Travel to and from any assessment location is at the applicant's expense.
- Assessments are usually conducted 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.
- Applicants will be assessed against all the job-related requirements listed in the JDF (attached to the job advertisement) through a series of selection assessments. Your successful completion of the selection process means that you will be placed into the Appointment Pool for a period up to 24 months, from which you may be considered for vacancies as they arise.



## 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, and work style preferences. You will be invited to complete a series of online aptitude tests and a comprehensive personality questionnaire.

## Stage 3: Physical Readiness Test

Applicants are required to successfully complete all components of the Department's Prison Officer Physical Readiness Test (PRT), upon receipt of a satisfactory medical clearance from your doctor. To view a demonstrational video click on the link: <https://youtu.be/OIbknWJQ-N0>. Further detailed information about the standards required is outlined in Physical Readiness Test Applicants Guide attached to the advert.

**Start preparing now to meet the physical 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 to complete a brief written exercise, and the interview questions will be provided to help you consider and prepare your responses. This will then be followed by up to 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 correct 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 invited to complete the relevant application online. It is important you ensure the personal information you provide is correct, as 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. The Department assesses these on a case by case basis.

## **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 of commencement 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](http://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>

### Have questions regarding the role recruitment and selection process?

#### Contact:

#### Bulk Recruitment

@ [recruitment@justice.wa.gov.au](mailto: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](mailto:aboriginalworkforcedevelopment@justice.wa.gov.au)

 9264 1700

