



## JOB AND PERSON SPECIFICATION

**Title of Position : TRAINEE CORRECTIONAL OFFICER**  
**Classification : CO1 / CO2**  
**Location : Various (Metro & Country)**  
**Reports To : Supervisor / Line Manager**

**CORRECTIONAL SERVICES**  
**Position No: TBA**  
**Division : Statewide Operations**

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### JOB AND PERSON SPECIFICATION APPROVAL

  
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**Chief Executive or Delegate**

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### JOB SPECIFICATION

#### KEY PURPOSE OF THE POSITION

The Trainee Correctional Officer (TCO) will undertake and complete the Correctional Officer Training Course and CSC30120 Certificate III in Correctional Practice (Adult Custodial) to be able to fulfill the role of a qualified Correctional Officer.

TCOs will receive assistance, direction and guidance in managing the security, safety and control of a designated group of prisoners and/or custodial functions in accordance with departmental policies and procedures.

#### KEY STAKEHOLDER INTERACTION

The role of the TCO has key interactions with the:

- Director and Team Leader, Learning Academy
- Senior Workforce Development Consultant
- Performance Monitoring Consultants
- Workplace Assessors
- General Manager of the assigned institution
- Functional Managers and specialists
- Qualified Correctional Officers; and
- Supervisors

The TCO reports to the Director, Learning Academy through the Team Leader, and the site General Manager during the 12-month probationary period.

#### BRANCH PROFILE

The Learning Academy operates under the People and Business Services Directorate, and has the responsibility for strategic workforce planning and delivery of a range of learning and development programs and corporate services related to workforce development, aimed at building workforce capability and capacity in an inclusive and professional environment.

Statewide Operations is responsible for delivering humane custodial services to both remand and sentenced prisoners.

Each of the Department's prisons offer a unique function within the correctional system and are committed to keeping prisoners, staff and the community safe. There are nine prisons located across metropolitan and regional South Australia accommodating high, medium and low security male and female prisoners as follows:

**Metropolitan Prisons**

- Yatala Labour Prison (YLP).
- Adelaide Women's Prison (AWP).
- Adelaide Pre-release Centre (APC).
- Mobilong Prison (MOB).
- Adelaide Remand Centre (ARC) – privately operated and managed.

**Regional Prisons**

- Cadell Training Centre (CTC).
- Port Augusta Prison (PAP).
- Port Lincoln Prison (PLP)
- Mount Gambier Prison (MGP) – privately operated and managed

Statewide Operations is also responsible for the Operations Security and Prison Industries. Prisoners are provided with development programs that address their behavioural and criminogenic needs and that give them the life skills they will need to integrate successfully into the wider community on release.

**SPECIAL CONDITIONS**

- All TCOs must have successfully completed all recruitment requirements prior to appointment to the role.
- Full time and part-time employees will be required to work 8 hour shifts over a 24 hour/7-day rotating roster. Shift types include day, afternoon and night shifts.
- Full time employees will work 19, 8 hour shifts over a 28-day, 24 hour/7-day rotating roster. The 28-day rotating roster includes 8 days off, and 1 Programmed Day Off (PDO) in a roster cycle.
- Part time employees will be required to work a minimum of 8 shifts over a 28-day, 24 hour/7-day rotating roster. The roster will include a Programmed Day Off (PDO) which will be allocated once a sufficient number of shifts have been accrued.
- A flexible approach to working hours is required.
- Applicants must be prepared to work in country and metropolitan prisons within Correctional Services South Australia based on vacancies and operational requirements.
- Section 47 of the Public Sector Act 2009 applies in conjunction with other provisions of the act and other applicable industrial entitlements.
- The incumbent is required to satisfactorily complete a National Criminal History Check.
- A current South Australian Driver's Licence is essential.
- Some intrastate travel may be required which could necessitate overnight absences.

**HIGHLIGHTED EMPLOYMENT CONDITIONS**

A requirement to understand, observe, conform and adhere to:

- Legislative requirements that apply to the role. This includes, but is not limited to, the Public Sector Act; Correctional Services Act, Work Health & Safety Act, Return to Work Act, Equal Opportunity Act, Independent Commissioner Against Corruption Act, the State Records Act, and various relevant industrial awards and enterprise agreements. The Public Sector Principles and Practices including the SA Public Sector Code of Ethics, the Professional Conduct Standards, the Commissioner's Determinations and Guidelines, Information Privacy Principles, Information Sharing Guidelines, DCS Human Resource policies and guidelines and DCS Core Values.
- DCS employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- Work health and safety and injury management requirements as set out in relevant legislation, Public Sector and DCS policies and procedures, including complying with any reasonable instruction associated with these documents.

**KEY AREAS OF ACCOUNTABILITY**

**Undertake a structured program of training (on and off the job) to enable proficiency in the control and management of prisoners by:**

- undertaking and successfully completing the Correctional Officer Training Course and CSC30120 Certificate III in Correctional Practice (Adult Custodial); and
- working initially under close direction in a variety of work areas, thereby gaining practical experience and satisfactorily completing a range of specified on-job tasks, involving:
  - **Prisoner Security and Safety** - observe security measures for safe and vigilant custody of prisoners of various security ratings, behaviours, health, cultural and special needs.
  - **Prisoner Induction** - reception and induction of new prisoners, outlining rules & regulations.
  - **Prisoner Welfare** - assist program implementation and prisoner case management and contribute to humane treatment of prisoners through professional and respectful behaviour.
  - **Prisoner Counselling & Advice** - assist prisoner safety and welfare by reinforcing codes of behaviour and advising and monitoring of daily routine.
  - **Prisoner Surveillance** - daily interaction and supervision during recreation, programs, patrols.
  - **Prisoner Searches** - observing rules, monitoring property, conducting prisoner strip, pat and cell searches.
  - **Prisoner Escorts** - assist prisoner movements and transport to (e.g.) courts, hospitals, funerals, home visits, sports etc.

**Participate in 5 scheduled Performance Reviews, successfully achieving all specified criteria within the probationary period.**

**Responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others.**

**Responsible for early notification and reporting of workplace hazards, incidents and injuries.**

**QUALIFICATIONS**

Essential:

HLTAID003 Provide First Aid or HLTAID011 Provide First Aid Certificate

**PERSONAL CRITERIA****Essential Criteria**

- Sound verbal communication and written communication skills.
- Possess drive, initiative, and motivation to work effectively with appropriate supervision.
- Ability to interact and contribute as a member of a team / work group.
- Ability to display an ability to effectively work and interact with a wide range of offenders who have differing personalities, cultural backgrounds, security ratings and special needs.
- Display empathy and cultural awareness.
- Demonstrated workplace integrity to enable quality service and establish and foster positive working relationships and modelling respectful leadership behaviours.
- Ability to be flexible, and adaptable to a changing work environment.
- Possess effective observational skills to read and respond to situations within the institution.

**Desirable Criteria**

- Ability to negotiate and mediate conflict situations.
- Ability to write incident reports and case documentation.
- Ability in using computer technology, including the Justice Information System.
- General knowledge of the *Correctional Services Act 1982* and Regulations, System Operating Procedures, Local Operating Procedures and relevant Departmental Instructions which relate to the Correctional environment.
- General knowledge of personnel management principles under the Public Sector Act, Work Health & Safety Act, and the Equal Opportunity Act.
- General knowledge of DCS organisational structure and the South Australian Justice system.