

# Department of Justice

Statement of Duties – January 2010



<b>Title</b> Correctional Officer	<b>Number</b> Generic	
<b>Award</b> Correctional Officers Agreement 2008	<b>Classification</b> Correctional Officer	
<b>Output Group</b> Corrective Services	<b>Full Time Equivalent (FTE)</b> As specified	
<b>Division</b> Tasmania Prison Service	<b>Supervisor</b> Correctional Supervisor	<b>Direct Reports</b> Nil
<b>Branch</b>	<b>Location</b> Various	
<b>Terms of Employment</b> Permanent, full-time or part-time, up to 76 hours per fortnight, 52 weeks per year. Some interstate and intrastate travel may be required.	<b>Position category and funding</b> Permanent position. Cost code:	

## Divisional information

More information about the Tasmania Prison Service (TPS) and the operations of the department are available on its [website](#).

## Objective

A Correctional Officer contributes to the safe, humane and secure containment of inmates and their rehabilitation.

## Duties

1. Undertake operational and technical tasks as required.
2. Support the application and delivery of the approved TPS Integrated offender Management Framework for inmates including case management, delivery of programs and suicide and self-harm protocols.
3. Undertake the delivery of security functions and, where necessary, emergency procedures, including the operation of contemporary corrections technology.
4. Undertake less complex investigations and prepare reports as required.
5. Participate in performance management; undertake training and professional development; and model accepted TPS standards of behaviour.
6. Liaise with relevant TPS staff, inmates and external stakeholders.
7. Actively contribute to the resolution of issues within the work unit or team.
8. Support the implementation of systems, procedures and initiatives throughout the TPS.
9. Promote and encourage workplace diversity values and sound OH&S practices.

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**Level of responsibility**

Expected to exercise initiative and judgment whilst working within relevant legislation, operational guidelines, Director's Standing Orders, and Standard Operating Procedures. Responsible for maintaining current knowledge of contemporary and developing correctional practices and competencies. Exercise discretion and judgement in relation to decision making within the work unit or team. Ensure that the principles of confidentiality, privacy and probity are maintained.

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**Direction and supervision received**

Receives direct supervision from a correctional supervisor or manager and will receive guidance, direction, support and informative feedback from other senior TPS staff.

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**Selection criteria**

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.


1. Demonstrated ability to work effectively in a team environment.
2. Sound organisational skills and the capacity to deal with change in a challenging environment
3. Demonstrated self-management skills, judgment, initiative, flexibility and motivation
4. Sound interpersonal and communication skills and the proven capacity to, both orally and in writing, convey information in a professional manner.
5. Proven capacity to effectively recognise conflict and recommend appropriate solutions.
6. The ability to quickly acquire knowledge of contemporary corrections practices and procedures, including the ability to apply the principles of Integrated Offender Management (Case Management).

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**Working environment**

Employment in the State Service is governed by the State Service Act 2000. Both employees and officers are required to uphold and comply with the State Service Principles (Section 7) and the Code of Conduct (section 9). Further information about this is on the Department of Justice website or in Commissioner's Directions.

The department is committed to high standards of performance in the application of contemporary management practices and principles including workplace health and safety and workplace diversity. The department recognises and uses the diversity of the community it serves. In doing this it acknowledges the individual differences that can contribute to the capacity of a person to perform the inherent requirements of the duties. All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.



All employees are responsible for participating actively and constructively in discussions regarding performance and for the implementation of agreed outcomes in accordance with the Performance Management policies and strategies of the Department.

Smoking is prohibited in State Government workplaces and vehicles.

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## Requirements

**Essential:** Physical fitness, medical suitability and psychological characteristics appropriate to the duties of Correctional Officer.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

### 1. Pre-employment checks

- Arson and fire setting
- Violent crimes and crimes against the person
- Sex-related offences
- Drug and alcohol related offences
- Crimes involving dishonesty
- Crimes involving deception
- Making false declarations
- Malicious damage and destruction to property
- Serious traffic offences
- Crimes against public order or relating to the Administration of Law and Justice
- Crimes against Executive or the Legislative Power
- Crimes involving Conspiracy.

2. Disciplinary action in previous employment.

3. Identification check.

**Desirable:** Nil

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