



Government of Western Australia
Department of Corrective Services

Prison officer Recruitment (Entry Level) Information Booklet



Prison Officer Recruitment Entry Level

Information Booklet

The information in this booklet is designed to assist you in your preparation for each stage of the Prison Officer Recruitment and selection process.

It contains information about the Department of Corrective Services and the duties of a Prison Officer.

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Application Package

The preferred method of lodging an application is online at www.jobs.wa.gov.au (search for position number **9098**).

Alternatively, if you are unable to lodge an application online, download a copy of the Application Package from www.jobs.wa.gov.au or contact DCS Recruiting on (08) 9264 9615.

For all other enquiries call DCS Recruiting on (08) 9264 9615.

The Department of Corrective Services 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.

Updated 10 May 2010

About the Department of Corrective Services

The Department of Corrective Services began operating in February 2006 and is responsible for managing adult and juvenile offenders in custody and the community.

The Department reports to the Minister for Corrective Services, the Hon C. Christian Porter MLA, and is headed by Commissioner Ian Johnson.

The key focus for the Department is to contribute to community safety by upholding the integrity of custodial and non-custodial sentences and by positively influencing offender behaviour to reduce re-offending and encourage law-abiding lifestyles.

Western Australian Prisons

The Department of Corrective Services maintains the custody of prisoners and the security and good order of prisons throughout Western Australia. It is responsible for the strategic management of the State's prisons and, in accordance with the *Prisons Act 1981* and Director General's rules, oversees the assessment and placement of offenders in appropriate prisons for the duration of their sentences.

The Department manages 13 maximum, medium and minimum-security prisons, six in the metropolitan area and seven in regional areas, as well as six prisoner work camps throughout the State. An additional prison, Acacia Prison, is overseen by the Department but privately operated by Serco Australia.

Adult offenders are most effectively managed by using targeted programs and management regimes that give the community appropriate protection whilst maximising the prisoners' potential for rehabilitation.

All newly-sentenced prisoners undergo a comprehensive assessment to determine their security rating, health requirements, work placement and program and educational needs.

All prisons in WA aim to provide an environment that encourages self-respect and respect for others, embraces diverse cultural backgrounds and provides best opportunities for positive change.

Metropolitan Prisons in Brief

Acacia Prison – opened in May 2001

Great Eastern Highway, Wooroloo 6558
Population Gender: Male
Security level: Medium

Casuarina Prison – opened in June 1991

288 Orton Road, Casuarina 6230
Population Gender: Male
Security level: Maximum, Medium & Minimum

Hakea Prison – opened in June 1982

Nicholson Road, Canning Vale 6155
Population Gender: Male
Security level: Maximum, Medium & Minimum

Karnet Prison Farm – opened in March 1963

Kingsbury Drive via Serpentine 6125
Population Gender: Male
Security level: Minimum

Wooroloo Prison Farm – opened in June 1972

Great Eastern Highway, Wooroloo 6558
Population Gender: Male
Security level: Minimum

Bandyup Women's Prison – opened January 1970

100 Middle Swan Road, Middle Swan 6055
Population Gender: Female
Security level: Remand, Maximum, Medium & Minimum

Boronia Pre-release Centre for Women – opened in May 2004

14 Hayman Road, Bentley 6102
Population Gender: Female
Security level: Minimum

Regional Prisons in Brief

Albany Regional Prison – opened in September 1966

Princess Avenue, Albany 6330
Population Gender: Male
Security level: Maximum, Medium & Minimum

Bunbury Regional Prison – opened in June 1971

Centenary Road, Bunbury 6230
Population Gender: Male
Security level: Maximum (remand only), Medium & Minimum

Greenough Regional Prison – opened in October 1984

Narngulu Road, Greenough 6532
Population Gender: Male & Female
Security level: Maximum (remand), Medium & Minimum

Roebourne Regional Prison – opened in March 1984

Address: Sampson Rd, Roebourne
Population Gender: Male & Female
Security level: Maximum Medium & Minimum

Broome Regional Prison – opened in February 1945

Hamersley Street, Broome 6725
Population Gender: Male & Female
Security level: Maximum, Medium & Minimum

Eastern Goldfields Regional Prison – opened in 1980

Vivian Street, Boulder 6432
Population Gender: Male & Female
Security level: Maximum, Medium & Minimum

Pardelup Prison Farm – opened in 1927 *

Muir's Hwy, Mt Barker 6324
Population Gender: Male & Female
Security level: Minimum

Further information about the Department of Corrective Services visit www.correctiveservices.wa.gov.au

** Pardelup Prison Farm became a work camp in 2002, however it was reopened as a prison in 2010.*

What does the job involve?

A Prison Officer contributes to the safe, secure and efficient operation of prisons, and is responsible for the custody of prisoners and every aspect of a prisoner's life. The daily duties will vary dependant 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, industry and training activities
- assisting with vocational training of prisoners.

In addition to custodial duties, a Prison Officer needs to build and maintain good relationships with prisoners, balancing authority with understanding and empathy.

Prison Officers also act as role models for prisoners and motivate and encourage them to amend their behaviours in line with community expectations.

Employment Conditions

Prison Officers enjoy excellent and competitive employment conditions, including:

Competitive Salary

Training salary of \$42,677 per annum during the 12-week training program.

Upon successful completion of the 12-week training course, the salary increases to \$55,402 per annum (Prison Officer shift salary), with annual increments up to \$64,725 per annum.

If an applicant has had relevant custodial experience in the past he or she may be eligible to apply to commence on a higher salary (refer to Recognition of Prior Experience below).

Flexible Working Conditions / Shift Work

Prison Officers work in a 24/7 environment.

They can work Monday to Friday or there are flexible shift work arrangements that could entail working 8, 10 and 12 hour shifts.

Rosters are prepared and posted several weeks in advance.

Regional Incentives

Prison Officers who work at the Broome, Eastern Goldfields or Roebourne Regional Prisons receive a regional incentive allowance of \$3,838 per annum (paid fortnightly) in addition to the annual salary.

Prison Officers who work at the Albany and Greenough Regional Prisons receive a regional incentive allowance of \$1,918 per annum (paid fortnightly) in addition to the annual salary.

Additional incentives are available for Prison Officers employed at Broome, Eastern Goldfields and Roebourne Regional Prisons:

- district allowance
- Home Ownership Subsidy Scheme (HOSS)
- payment for reasonable water usage
- subsidised payment on air conditioning usage.

Prison Officers employed in the Pilbara region who are allocated Government Regional Officers Housing (GROH) receive rent-free accommodation.

Prison Officers employed in the Kimberley region who are allocated Government Regional Officers Housing (GROH) receive subsidised accommodation.

Generous Leave Entitlements

- annual leave – five weeks for non-shift Prison Officers, six weeks for Prison Officers working shifts, seven weeks for Prison Officers working shifts employed north of 26th degree parallel
- personal leave / parental leave (paid and unpaid) / study leave / purchased leave
- long service leave (upon completion of 7 years continuous service).

Salary Packaging

A range of benefits can be included in salary packaging. For further information contact Smart Salary on 1300 554 489 or visit www.smartsalary.com.au

Other Benefits

- Uniform supplied (including shoes, socks, jackets and hats)
- Job security
- Promotional and career development opportunities
- A rewarding and challenging career.

Training Following Selection and Appointment

Probationary Prison Officers will complete a 9 month Entry Level Training Program (ELTP) during which they are required to satisfy specific entry, training and performance requirements.

The ELTP consists of:

- A 12 week, paid, off-the-job training program which covers topics such as communication skills, the judicial system, welfare skills, cross-cultural training, addiction studies, writing skills, offender management, prisoner programs, security and emergency procedures, communicable diseases and first aid

- 6 months on-the-job probationary period, during which they are required to demonstrate the competent application of specific skills and knowledge within various work environments. This will be assessed through various formal and informal assessments conducted within the prison. Probationary Prison Officers are required to collate and submit a portfolio of evidence in order to demonstrate ongoing competency during this phase.

Probationary Prison Officers are subject to ongoing performance requirements throughout their probationary period, and must receive a satisfactory Performance Appraisal with recommendation for permanency by the Superintendent of the prison.

Those who successfully complete the training and assessment requirements may be awarded a Certificate III in Correctional Practice (Custodial), which is a Nationally Accredited Training qualification.

In addition, a Prison Officer is required to undertake ongoing learning and development activities to maintain a satisfactory level of skills and knowledge as relevant to their role.

Selection Assessments

All applicants must be available for assessment within Australia. 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.

Applicants who are deemed unsuccessful at any stage of the selection process will be excluded from further assessments and will be formally advised in writing. They will be welcome to re-apply 6 months after receiving formal notification of their unsuccessful application.

Initial assessment of applications

All applications will be assessed, taking into consideration a number of factors including:

- Eligibility - citizenship/permanent residency status
- Lodgement of the required forms/requested information
- Written response to the two job related application questions.

Once applications have been assessed, applicants will be advised whether they have been successful in progressing to the next stage of the selection process.

Applicants who are deemed unsuccessful at this stage will be excluded from further assessments and selection processes and will be formally advised in writing. They will be welcome to re-apply 6 months after receiving formal notification of their unsuccessful application.

Employment Profile Assessment

The Employment Profile Assessment consists of a number of written tests and questionnaires that have been selected to assess some of the skills, abilities and characteristics required to work successfully in a custodial environment as a Prison Officer with the WA Department of Corrective Services. The Employment Profile Assessment can take up to 4 hours to complete, and consists of two parts:

1. **Ability and aptitude tests:** A series of timed tests assessing reading, writing, verbal and abstract reasoning ability.
2. **Personality questionnaires:** A number of questionnaires that are designed to provide information about how one applicant's personality may be similar to and different from that of other applicants.

Each applicants' aptitude test scores are compared, and only the most competitive are progressed to the next stage. An applicant's responses to the personality questionnaires will be taken into consideration later in the selection process if applicable.

Applicants are deemed unsuccessful if their aptitude test scores do not meet the requirements. Unsuccessful applicants will be excluded from further assessment and will be formally advised in writing.

Note: Employment Profile Assessment results remain valid for 12 months, and therefore an applicant may not complete the assessment more than once in a 12-month period. An applicant's results will be used for any subsequent application they make during the 12 months from the date of their last Employment Profile Assessment.

Selection Panel Interview

A selection panel interview assesses an applicant's level of skills, abilities and knowledge against the work-related criteria listed in the Job Description Form. A selection panel consisting of two or three panel members will ask a series of questions relevant to the role, based on these criteria. For the purpose of this assessment, the selection panel may also take into consideration information obtained through an applicant's resume, referee reports, and the Employment Profile Assessment results.

Selection panel interviews may take up to one hour. Applicants who are deemed unsuccessful at this stage will be excluded from further assessment and selection processes and will be formally advised in writing.

Note: Unsuccessful applicants are welcome to re-apply 6 months after receiving formal notification of the outcome of their application.

Preparing for the Selection Panel Interview

All applicants should take into account the following information to prepare for the interview:

- Be familiar with the work-related criteria outlined in the Job Description Form
- Consider the work-related criteria 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, considering problems that might be encountered and how they would be resolved. It is also important to consider outcomes and results achieved
- 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.

Applicants attending the interview will be asked to bring several completed department forms with them. This information will be advised in writing/provided when confirming the interview time.

Psychological Interview

Some applicants may be requested to take part in further assessments through an interview with a Psychologist. If required, the interview will be completed in person or by telephone depending on your location, and can take up to one hour. If invited for an interview with a Psychologist, it is recommended that applicants adhere to normal interview protocol including appropriate attire.

Recommendations from the interviewing Psychologist are taken into consideration by the Decision Panel in determining an applicant's suitability for employment, which occurs **at the end of the selection process** (see section on Decision Panel).

Medical Assessment

Applicants who have successfully completed prior stages of the assessment and selection processes will be required to undergo a medical assessment conducted by our external medical practitioners. Medical assessments are used to ascertain an applicant's ability to complete the Prison Officer training course and their ability to perform the duties of a Prison Officer.

The Department covers the cost of the initial medical assessment. Any subsequent follow-up medical advice, if required, is at the applicant's cost. Applicants who are deemed unsuccessful at this stage will be excluded from further assessment and selection processes and will be formally advised in writing. Depending on the reasons for exclusion, applicants may not be eligible to be reconsidered if they reapply.

Note: Unsuccessful applicants at the medical stage are welcome to re-apply 6 months after receiving formal notification of the outcome of their application.

Fitness Assessment

Applicants who have successfully completed prior stages of the assessment and selection processes will be required to participate in a fitness assessment. Prison Officers perform a range of duties, which may involve physical exertion such as running, bending, lifting heavy objects, being able to navigate obstacles and controlling non-compliant inmates.

The ability to perform these tasks in a safe and capable manner must be assessed prior to employment. This information below details the minimum fitness standards that must be demonstrated and maintained by all Prison Officer applicants. Meeting and maintaining these standards helps to prevent injury while training and on the job.

The standards of fitness required for males and females are different, irrespective of age. These standards must be met or applicants will be excluded from further assessment and selection processes and will be formally advised in writing.

The fitness assessment consists of the following:

- 20 metre shuttle run (beep test)
- Push ups test
- Zigzag agility test.

It is recommended that applicants prepare for the fitness assessment well in advance prior to the assessment. For further information about fitness requirements, please refer to the information below, **Prison Officer Fitness Requirements**, which includes a suggested fitness program to assist applicants in preparing for the assessment.

If an applicant is unsuccessful in meeting the requirements of their first fitness assessment they **may** be offered one of the following:

- The ability to participate in a second fitness assessment session (at the department's discretion) subject to time and resource constraints, or
- If the fitness assessment is the only assessment stage not successfully completed, applicants may be given up to three (3) months from the date of lodgment of their application to meet the fitness requirements. Applicants who do not meet the fitness assessment requirements will be excluded from the selection process.

Note: Unsuccessful applicants at the medical stage are welcome to re-apply 6 months after receiving formal notification of the outcome of their application.

Fitness Standards

The minimum standards are:

	Shuttle Run	Agility Test	Push-ups
Male	Level 6	13 seconds	14
Female	Level 3.6	14 seconds	7 (Method 1) or 14 (Method 2) – See overleaf

Warm Up Preparation

On the day of the test, you will be allowed 10 mins warm up time. We suggest quad stretches, calf stretches, shoulder reflexes and arm warm ups.

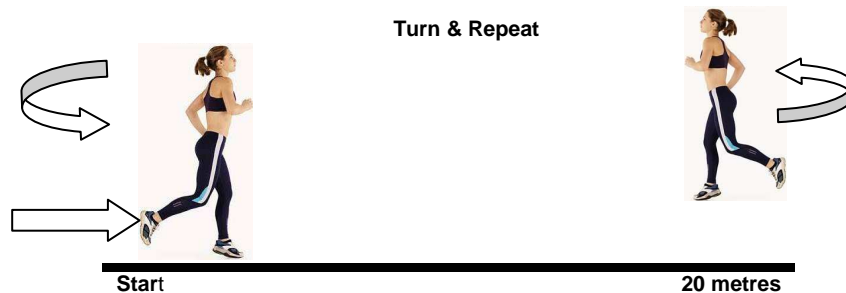
20 Metre Shuttle Run Test (Beep Test)

This test is designed to measure your aerobic capacity to run a distance with stops at regular intervals.

It requires you to run 20 metres from one line to another in accordance with beeps on a CD. This tests your overall aerobic fitness. The beeps start off slowly, allowing 9 seconds to run 20 metres (a fast pace walk) and then decreases by .02 of a second. Each stage has 7-9 steps, which will decrease in time.

You must place your foot on or over the line before the beep sounds, this continues over and over again. You will have two chances in the test - if the beep sounds before you touch the line but make it to the next line on time, you are safe.

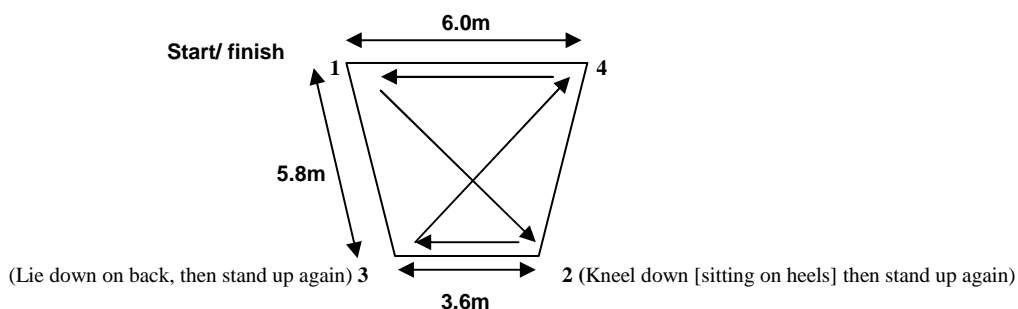
If you do not touch the line on the first time before the beep and fail to touch the line next time before the beep, it is considered to be two chances.



Zigzag Agility Test

This test is to see if you move well in confined spaces and around objects. There are four cones set up in a rectangular shape. The idea is to run to each cone, within a time limit, in a figure eight pattern, whilst touching the cones as you pass them. This includes *kneeling* and *lying down on your back* at set points.

The set up of this is as follows:



Push Ups Test

Push-ups provide an indication of upper body strength and endurance, as well as stabilising abdominal strength. The cadence (speed of the push-up) is one push-up per two seconds.

Males

Start the push up position with the toes on the ground, feet together, arms shoulder-width apart with palms flat. The back should be straight and the head looking forward or down and arms fully extended, the 'up' position.

- From the 'up' position the arms bend to a 90 degree angle from the shoulder to elbow. The body should remain generally in a straight line and parallel to the ground. This is the 'down' position.
- Keeping the body generally in a straight line, the arms are then extended so that the body returns to the 'up' position.
- Returning to the 'up' position constitutes one repetition.
- The push ups must be conducted in a continuous movement to the designated standard.

Females

Method 1: Same as for males (see above)

Method 2: Start the push up position with the knees on the ground, arms shoulder-width apart with palms flat. The back should be straight and the head looking forward or down and arms fully extended, the 'up' position.

- From the 'up' position the arms bend to a 90 degree angle from the shoulder to elbow. The body should remain generally in a straight line. This is the 'down' position.
- Keeping the body generally in a straight line, the arms are then extended so that the body returns to the 'up' position.
- Returning to the 'up' position constitutes one repetition.
- The push ups must be conducted in a continuous movement to the designated standard.

Training for the Fitness Assessment

Below is a guide to improve your fitness in 4 weeks. You should start training as soon as possible. Ensure that you stretch, warm-up and cool down prior to such exercise.

Note: Prior to beginning training, it is your responsibility to ensure that you do not have any injuries that may be aggravated by exercise. See your doctor if you are uncertain.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1	Am: 40 min brisk walk; Pm: Push-ups & sit-ups 10x, rest; 8x, rest; 6x, rest	Am: Light run 1.5 km Pm: Ride/walk for 30-40 mins	Push-ups & sit-ups 10x, rest; 8x, rest; 6x, rest.	Rest	Am: 40 min brisk walk	Push-ups & sit-ups 10x, rest; 8x, rest; 6x, rest.	Rest
Week 2	Am: 40 min brisk walk; Pm: run 1.8 km	Am: Push-ups & sit-ups 12x, rest; 10x, rest; 8x, rest Pm: 40 min brisk walk	Rest	Am: Ride/walk for 40 mins Pm: Push-ups & sit-ups 12x, rest; 10x, rest; 8x, rest	Am: run 1.8 km Pm: Push-ups & sit-ups 12x, rest; 10x, rest; 8x, rest	Rest	Am: walk for 30-40 mins;
Week 3	Am: Run 2km Pm: Push-ups & sit-ups 14x, rest; 12x, rest; 10x, rest	Am: Walk for 40-50 mins;	Am: run 2 km Pm: Push-ups & sit-ups 14x, rest; 12x, rest; 10x, rest	Am: 40 min brisk walk;	Rest	Am: run 2 km Pm: Push-ups & sit-ups 14x, rest; 12x, rest; 10x, rest	Am: 40 min walk Pm: Push-ups & sit-ups 14x, rest; 12x, rest; 10x, rest
Week 4	Am: 55 min brisk walk; Pm: Push-ups & sit-ups 16x, rest; 14x, rest; 12x, rest	Am: run 2.3 km Pm: 55 min brisk walk;	Rest	Am: Push-ups & sit-ups 16x, rest; 14x, rest; 12x, rest	Am: 55 min brisk walk Pm: run 2.3 km;	Rest	Am: Push-ups & sit-ups 16x, rest; 14x, rest; 12x, rest

Criminal Records Screening and Integrity Assessment

Applicants who are invited to interview will be required to undergo **criminal records screening** and an **integrity assessment**. A previous criminal conviction or pending charge will not necessarily preclude a person from being employed with the Department.

Applicants must successfully meet these requirements to be eligible for appointment to the Prison Officer (Entry Level) Appointment pool. Only an applicant who is invited to interview will be required to undertake these checks and will be provided the forms to complete at this time. Further information will be provided at the selection panel Interview.

Decision Panel

A final Decision Panel is held at the end of the assessment process to ultimately determine each applicant's current suitability for employment as a Prison Officer. The Decision Panel typically includes a DCS Recruiting team member, a Training Academy representative, a Prison Superintendent, the DCS Recruiting Psychologist, and any relevant assessment specialists (such as the interviewing psychologists from our service provider). All available assessment information is taken into account by the Decision Panel in making a final recommendation. Successful applicants will be placed in an Appointment Pool. Unsuccessful applicants will be formally notified in writing.

Successful Applicants

Applicants who are in the Appointment Pool **may** be offered a place on the Entry Level Training Program as a trainee Prison Officer, dependant upon the Department's operational needs and requirements at that time.

Applicants who are offered a place are required to obtain, at their own cost, an Advanced or Senior First Aid Certificate that includes CPR prior to commencing training. Evidence of the Certificate must be presented at the commencement of training.

Applicants remain in the Appointment Pool for 12 months from the date they are advised of their successful inclusion in the Appointment Pool.

Note: inclusion in the Appointment Pool does not guarantee appointment to a Prison Officer position.

Appointment from the Pool

When a vacancy occurs that can be filled by suitable applicants from an Appointment Pool, DCS Recruiting will determine the most suitable applicant for the position. Matches between preferred work locations and successful applicants will be made to try to achieve best job fit whilst endeavouring to keep applicants time in the appointment pool to a minimum. The appointment decision will be based on business needs including:

- the applicant's relevant knowledge, experience or capacity in the work area of the vacancy
- competitiveness based on the decision panel's assessment against all criteria
- preference for location of employment, in a particular metropolitan or regional area
- the type and availability of training courses being planned, e.g. Entry Level Training Pathway or Prison Officer Bridging Course
- creating a good match to the work area and the applicant, taking into consideration DCS Values, diversity of experience, business needs that may include gender balance or other diversity needs as outlined in the Department's Substantive Equality Policy.

Withdrawal of applicants from the Pool

There may be times when a successful applicant may lose their suitability or eligibility during the period they are in the appointment pool. A sporting injury for example may only result in a temporary loss of fitness and may be able to be rectified within 3 months. Other matters may affect your eligibility to remain in the appointment pool permanently. For example, an applicant may subsequently obtain a criminal conviction or acquire a long-term illness / injury while awaiting an offer of appointment.

Applicants are obliged to notify DCS Recruiting if an event occurs that they suspect may affect their suitability or eligibility for the position while in the appointment pool. If in doubt – ask.

DCS Recruiting endeavours to make sure the time spent in the appointment pool is as short as possible. When contacting DCS Recruiting regarding an update on the status of their application, applicants should ensure that their conduct and behaviour meets the Department's values, as outlined in the DCS Strategic Plan, available online at <http://www.correctiveservices.wa.gov.au/about-us/our-responsibilities/strategic-plan.aspx>.

Where an applicant in the appointment pool fails to maintain their eligibility, DCS Recruiting may withdraw that applicant from the pool.

If you have any queries about this matter, please contact DCS Recruiting on 9264 9615.

Recognition of Prior Experience

Do you have prior adult custodial experience?

Applicants who have relevant and recent custodial experience in an adult custodial facility may apply to have their prior service recognised. The number of years and type of experience of prior service may be recognised when determining the appropriate starting salary and the appropriate level of training required, before commencing in the role. The previous service, roles, responsibilities and training will be assessed and matched to that of a Prison Officer (refer to the JDF below).

If you have relevant and recent custodial experience in an adult custodial facility, please indicate this in your online application, or in the paper Application for Vacancy form. Please note only applicants who are invited to interview will be required to provide evidence of prior service (e.g. a statement of service) to support their application.

If you have any queries about this matter, please contact DCS Recruiting on 9264 9615.

Job Description Form



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

Department of Corrective Services Purpose

To provide a safe, secure and decent corrective services which contribute to community safety and reduced offenders' involvement in the justice system

Position Title Prison Officer		
Effective Date September 2008	Position Number Generic	Level Base Grade
Division Adult Custodial	Directorate Public Prisons	Branch -

Outcomes of the Prisons Division

To reduce re-offending, protect the community and direct prisoners towards the adoption of law-abiding lifestyles.

Prison Outputs

- Output 1: The custody and control of prisoners.
- Output 2: The care and well being of prisoners.
- Output 3: Reparation to the community.
- Output 4: A reduction to re-offending through the provision of training and appropriate rehabilitation programs.

Branch Outputs

-

Role of the Prison Officer

The Prison Officer contributes 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.

Prison Officers act as role models for prisoners and motivate and encourage them, to amend their behaviours in line with the Department's aim to increase community safety.

Position Title Prison Officer		
Effective Date September 2008	Position Number Generic	Level Base Grade
Division Adult Custodial	Directorate Public Prisons	Branch -

Responsibilities of a Prison Officer

Every Prison Officer shall comply with the Prisons Act 1981, and all regulations, rules and standing orders made under this Act by:

1. Maintaining custody and security of the prison where he/she is ordered to serve;
2. Obeying all lawful orders given to him/her by the superintendent or other supervising officer; and
3. Obeying the orders and directions of the Commissioner

A Prison Officer plays a key role in managing adults in custody by:

1. Providing motivation, encouragement and support to prisoners by working with them to gain knowledge, skills and abilities to re-enter the community;
2. Communicating and giving directions to prisoners in an appropriate and motivational manner, including when in contact with visitors and community groups;
3. Working in a team with other support personnel, and participates constructively and positively within workplace teams in the prison;
4. Responding to prisoner's complaints or requests, and provide assistance and guidance to prisoners when required;
5. Responding to incidences and complying to procedures in all areas of safety, security and correctional services;
6. Monitoring and responding to the behaviour of prisoners and treats prisoners in a manner suited to their culture, gender, health, safety, and welfare;
7. Creating and maintaining appropriate documentation in relation to case files, prisoner assessments, and reports;
8. Using appropriate conflict resolution and intervention strategies, when dealing with prisoners who are at risk to themselves, other prisoners and prison officers;
9. Adhering to prisoner management strategies as set down by the Department; and
10. Assuming other duties as required and directed under the Prisons Act.

It is a job requirement to successfully complete all mandatory foundation training and assessment upon engagement with the Department. In addition, a Prison Officer is required to undertake ongoing learning and development activities to maintain a satisfactory level of skills and knowledge as required of the position.

Position Title Prison Officer		
Effective Date September 2008	Position Number Generic	Level Base Grade
Division Adult Custodial	Directorate Public Prisons	Branch -

Attributes and competencies that are necessary for the role:

1. **PEOPLE SKILLS**
Well developed interpersonal skills with the ability to engage with prisoners, staff and management constructively, and to work with gender, social and cultural differences, (including those from Indigenous groups and non-English speaking backgrounds).
2. **TEAM WORK**
Ability to work as part of a team, and be able to provide support to other officers and deal with prisoners to achieve positive outcomes.
3. **PERSONAL INTEGRITY AND VALUES**
Appropriate ethical behaviour when dealing with prisoners and maintaining professionalism and conduct.
4. **COMMUNICATION**
Effective oral and written skills when dealing with prisoners, staff and management, with the ability to use a range of communication tools (including office technology and computer software).
5. **PROBLEM SOLVING**
Good judgement and intelligence, with the ability to react responsively when dealing with issues and problems (including conflict and critical incidences).
6. **INITIATIVE AND RESPONSIBILITY**
Act appropriately and be accountable for tasks when assigned to duties and/or complying with orders.

To be considered for assessment as a Prison Officer, applicants are required to address all eligibility requirements as detailed in the advertisement and/or application package.

The above work related criteria will be assessed at different stages of the selection process.

Position Title Prison Officer		
Effective Date September 2008	Position Number Generic	Level Base Grade
Division Adult Custodial	Directorate Public Prisons	Branch -

Reporting Relationships

Title
Assistant Superintendent
Classification

Reporting relationships vary from prison to prison and position to position.

Responsible To

Title
Senior Prison Officer
Classification

Other offices reporting to this office

Title and Classification:
Various

Responsible To

THIS OFFICE

Offices under direct responsibility

Title	Classification	Number of FTEs Supervised and controlled
-	-	-

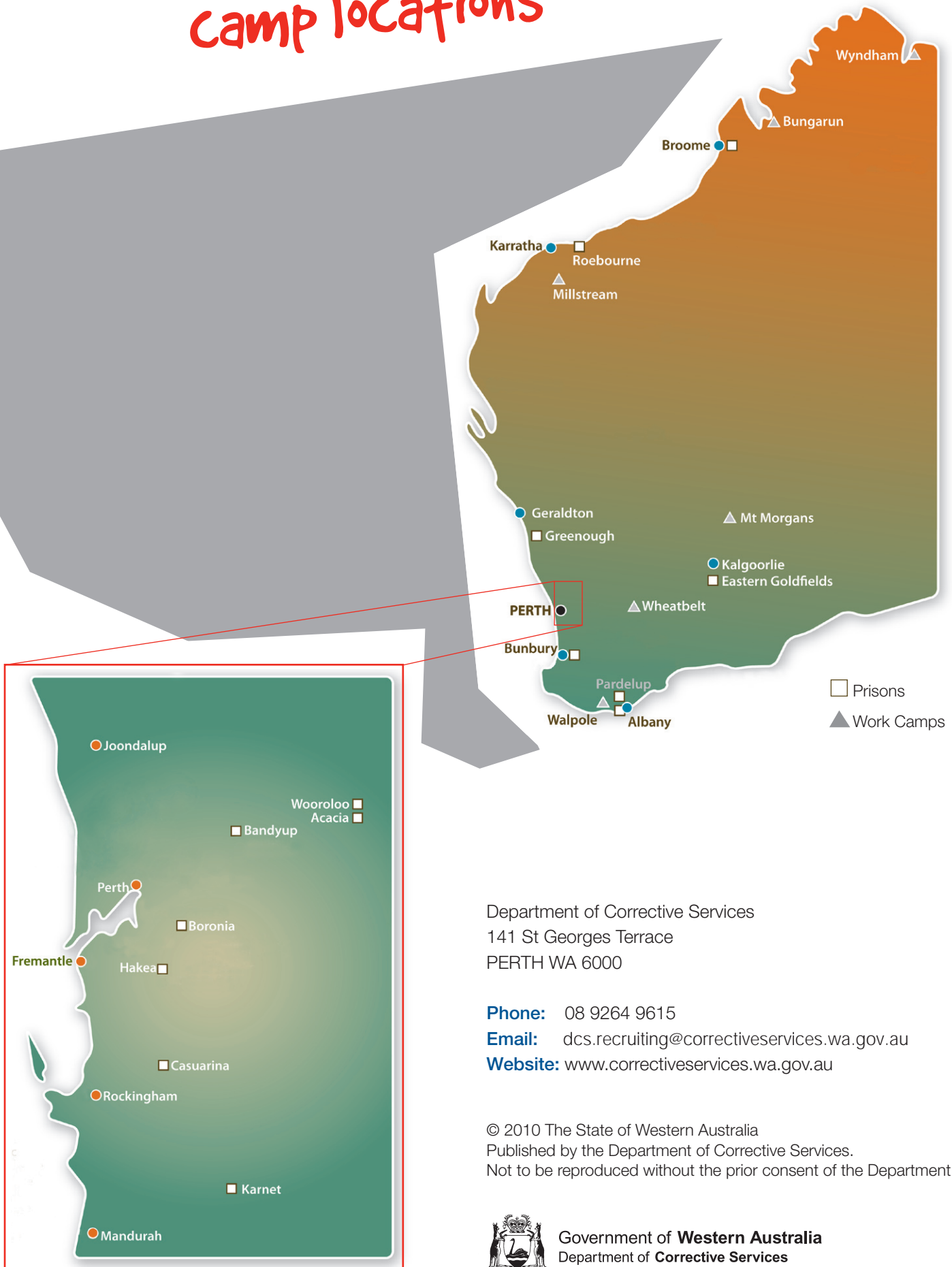
LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/G.E.H.A., free/rental, etc.	LOCATION: Various ACCOMMODATION May be provided in regional locations
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable.	The Contract of Employment specifies conditions relating to this position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Executive Director / Chief Executive Officer
Signature
Date

Prison and Work Camp Locations



Department of Corrective Services
141 St Georges Terrace
PERTH WA 6000

Phone: 08 9264 9615

Email: dcs.recruiting@correctiveservices.wa.gov.au

Website: www.correctiveservices.wa.gov.au

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