

# Position Description

Position title:	Prison Officer
Position number:	Various
Group:	Corrections & Justice Services
Business Unit/Branch:	Corrections Victoria
Classification:	COG 1 – Trainee Prison Officer COG 2a – upon successful completion of the Corrections Victoria Prison Officer Pre-service Training Program
Employment status:	Ongoing / Casual
Position reports to:	Supervisor
Work location:	Various
Position contact:	Name: Hudson Recruitment Phone: 1300 037 541 Email: prisonofficers@hudson.com

## ROLE PURPOSE

The main responsibility of the prison officer is to assist in maintaining the security and good order of the prison. This is achieved through searches, escorting duties, observing and assessing prisoner behaviour, operating security equipment, collating information, preparing reports and effectively responding to prison incidents.

Prison officers are responsible for the day-to-day supervision of prisoners within the facility and play an important role in performing case management tasks and supporting a range of services that contribute to offender management framework and practices. This involves working in a multi-disciplinary team environment with other professionals. Prison officers model and reinforce behaviour and thinking that assists the individual prisoner's ability to change their behaviour and contribute in a positive manner to the community upon release.

Offender management also involves responsibility for appropriate note-taking, documentation and reports around working with and directly supervising prisoners within their Individual Management Files (IMF). This includes direct offender management interactions with each prisoner to review progress and regular liaison with program staff to ensure the prisoner's program participation aligns with their needs.

Prison officers also prepare prisoner assessments and provide advice and recommendation to prison-based committees, as well as participating in programs and a variety of prisoner activities.

### The role of a Prison Officer

- Maintain security and good order of the prison
- Respond to incidents
- Day-to-day supervision of prisoners
- Case management
- Model and reinforce prosocial behaviours
- Report writing



## KEY ACCOUNTABILITIES

- Work with all members of the prison to ensure the safety and security of prisoners, staff and visitors.
- Manage a caseload of prisoners in accordance with the requirements of offender management practices.
- Conduct patrols, searches and security related activities ensuring compliance with relevant policies and procedures.
- Maintain high quality documentation in relation to case files, prisoner assessments, and report preparation.
- Communicate with and give directions to prisoners in a respectful and motivational manner, respond to prisoner complaints or requests and provide pro-active assistance and guidance to offenders as required.
- Compliance with relevant legislation, policies and procedures.
- Pro-actively build and maintain positive relationships with peers, managers and stakeholders both within and external to the Department of Justice and Community Safety.
- Contribute to a safe and healthy working environment, consistent with Occupational Health & Safety policy, procedures and legislation.

## KEY SELECTION CRITERIA

### Technical expertise

- A full and current Victorian driver's licence or a minimum P2 driver's licence.
- Completion of the 'Corrections Victoria Prison Officer Pre-service Training Program'.

### Knowledge and skills

- **Verbal Communication:** Assesses audience and provides appropriately tailored and clear information and explanations to a range of individuals and groups, in an effective and confident manner, dealing with challenging behaviour appropriately.
- **Written Communication:** Produce a range of standard written documents, providing clear information and using language appropriate to the audience. Treats sensitive information appropriately when drafting documents.
- **Interpersonal Skills:** Delivers information to prisoners and colleagues in a professional and appropriate manner, building rapport with others in order to understand issues and suggest courses of action appropriate to their needs.
- **Influence & Negotiation:** Uses skills to effectively build rapport with prisoners, colleagues and stakeholders in order to meet defined targets.
- **Organisational Awareness:** Uses an understanding of policies, guidelines and frameworks to perform duties, organise work priorities, address issues in a consistent manner and suggest improvements.



- **Problem Solving:** Solves problems based on operational guidelines, knowledge and experience, scanning for useful information, looking for underlying causes, and suggesting potential improvements to supervisor.
- **Conflict Management:** Confidently assesses conflict situations and applies sound judgement and knowledge of guidelines and procedures to effectively manage conflict.
- **Computer Skills:** Effectively use departmental computer systems for basic word processing, email, appointment scheduling, and internet and intranet functions.

### Personal qualities

- **Resilience:** Demonstrates perseverance in achieving objectives and copes effectively with setbacks and problems.
- **Initiative & Accountability:** Takes responsibility for actions and proactively implements work plan and addresses issues.
- **Empathy and Cultural Awareness:** Demonstrates an interest in and an appreciation of a range of different cultures and actively seeks to understand and effectively address the issues and views of others.

### Qualifications

- Prior to commencement you will be required to obtain a current Statement of Attainment for the First Aid unit HLTAIDO11 Provide First Aid.

### IMPORTANT INFORMATION


The salary range for this position is set out in the *Victorian Public Service Enterprise Agreement 2020*. Please refer to the Department of Treasury and Finance website ([dtf.vic.gov.au](http://dtf.vic.gov.au)) for further information. Department policy stipulates that salary upon commencement is paid at the base of the salary range for the relevant grade. Any above base requests require sign off by an executive delegate and will be by exception only or where required to match the current salary of Victorian Public Service staff transferring at-level.

Individuals who have received a Voluntary Departure Package from a Victorian Public Service department/agency are ineligible for re-employment for a minimum period of three calendar years from the date of separation.

The department is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees.

### PRE-EMPLOYMENT CHECKS

All appointments to the Department of Justice and Community Safety are subject to reference checks, pre-employment misconduct screening and criminal record checks. Some positions may also be subject to a medical check and/or 'Working with Children Check'.



If the position is based in a prison, youth justice facility or community corrections location, or has offender management responsibilities, employment may be subject to a number of additional pre-employment security and safety checks, including, but not limited to:

- Pre-employment Security Check (Declaration Form)
- National Police Record and Fingerprints Check and International Police Clearance (if applicable)
- VicRoads Information Check
- Drivers Licence Check(s) (if applicable).

## VALUES AND BEHAVIOURS

Department of Justice and Community Safety employees are required to demonstrate commitment to:

**The department's values and behaviours** – serve the community, work together, act with integrity, respect other people and make it happen.

**The environment** – the department is committed to minimising its environmental impact and requires all staff to comply with its environmental policy.

**Recordkeeping** – the department is committed to good recordkeeping and requires all staff to routinely create and keep full and accurate records of their work-related activities, transactions and decisions, using authorised systems.

**Diversity** – the department values an inclusive workplace that embraces diversity and strongly encourages applications from Aboriginal people, people with disability, people from the LGBTIQ community, and people from culturally diverse backgrounds.

## FURTHER INFORMATION

Please visit About the Department on the [Department of Justice and Community Safety website](http://www.justice.vic.gov.au) (<http://www.justice.vic.gov.au>) for information on:

- organisational values and structure
- our policies such as privacy and conflict of interest
- the Victorian Public Service (VPS) code of conduct
- our commitment to the safety and wellbeing of children.

### Please note:

- The prison officer position is uniformed, and it is a requirement of the role to work shift work covering a 24-hour period, seven days of the week, including public holidays.
- There is a total smoking ban for all Victorian prisons; staff and prisoners cannot smoke or have tobacco-related products in any area of the prisons.
- Facial Hair Policy: All prison officers will be required (subject to a small number of exemptions) to be clean shaven for the purposes of wearing, if required in an emergency, the donning of a breathing apparatus.