

Position Title	<i>Prison Officer</i>		
Position Number	<i>Various</i>		
Division	<i>Prison Services</i>	Unit / Branch	<i>Corrections Victoria</i>
Classification/VPS Grade	<i>COG 2a</i>	Employment Status	<i>Various</i>
Salary:	<i>\$42,917 - \$55,113 (as per 1 October 2010) + 9% superannuation, penalties & uniform</i>		
Position reports to	<i>Supervisor</i>		
Location	<i>State-wide Victoria</i>		
Position Contact	<i>Volume Recruitment & Projects Team on 8684 0035 or 8684 0384</i>		

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 Plans (IMP). 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.

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.
- Contribute to a safe and healthy working environment, consistent with Occupational Health & Safety policy, procedures and legislation.

QUALIFICATIONS

- Not Essential

POSITION PROFILE

Knowledge & Skills

- **COMMUNICATION:**
 - **Written:** Produce a range of standard written documents, providing clear information and using language appropriate to the audience. Treats sensitive information appropriately when drafting documents.
 - **Verbal:** 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.
- **SELF-MANAGEMENT** – Manages skills and knowledge development and own work program to achieve targets, using sound judgement and effective communication.
- **CONFLICT MANAGEMENT / 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. Confidently assesses conflict situations and applies sound judgement and knowledge of guidelines and procedures to effectively manage conflict.
- **INFLUENCING & NEGOTIATION** – Uses skills to effectively build rapport with prisoners, colleagues and stakeholders in order to meet defined targets.
- **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.
- **ORGANISATIONAL AWARENESS** - Uses an understanding of guidelines and frameworks to organise work priorities, address issues in a consistent manner and suggest improvements.

Personal Qualities

- **INITIATIVE & ACCOUNTABILITY** - takes responsibility for actions and proactively implements work plan and addresses issues.
- **FLEXIBILITY** - adapts approaches and work to changes in the environment and effectively meets new challenges.
- **SELF CONFIDENCE** – Demonstrates awareness of own knowledge, skills and experience and performs confidently in all tasks, quickly establishing trust and respect with others.

- **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.

IMPORTANT INFORMATION

Employees from the Department of Justice are required to demonstrate commitment to:

- **the Departments values & 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
- **diversity** - embracing and encouraging diversity among our staff and across Victoria

Please visit the Department of Justice website (www.justice.vic.gov.au) for information on:

- the Department of Justice & Business Unit
- our organisational values
- occupational health & safety
- privacy – how we use your information

All appointments to the Department of Justice are subject to the following checks:

- reference checks;
- National Police Record check
- Fingerprint Records Search, and
- some positions may also be subject to a 'Working with Children Check', and / or medical

Considerations when applying for the role of Prison Officer:

- It is a uniformed position and it is a requirement of the role to work shift work covering a 24 hour period, 7 days of the week, including public holidays
- All offers are contingent upon candidates passing medical, offence history and background checks
- All offers are contingent upon candidates passing the National Police Record and Fingerprint Records check
- If any of the information that you provide in your application is found to be false or misleading, your application will not be considered by Department
- The Department of Justice is under no obligation to offer employment to you

How to APPLY:

- All applications for this position are to be received online via www.cvcareers.com.au
- Aboriginal and / or Torres Strait Islander people are strongly encouraged to apply