

NORTHERN TERRITORY CORRECTIONAL SERVICES

COMMUNITY CORRECTIONS

Probation and Parole Officer

Applicant's Information Pack

Join a service that offers

- challenges and opportunities to learn new skills
- excellent conditions of employment
- paid training, with nationally accredited qualifications
- 6 weeks holiday every year
- Salary range: \$50,842 - \$58,365
- Support for higher education
- and more



Contents:

[Overview](#)

[Type of Work](#)

[Recruitment Process](#)

[Application](#)

[Frequently asked questions](#)

[Appendices](#)

Overview

Community Corrections are looking for men and women with integrity and maturity to work as Probation and Parole Officers (PPO) across the Northern Territory, an interesting and challenging job that can lead you to a secure and rewarding career.

If you have been thinking about having a life *and* a career, then consider using your experiences to contribute to important community justice initiatives.

The Department of Justice values are:

- **Integrity** - Act ethically, openly, honestly, fairly and with accountability.
- **Courage** - Provide robust advice and lead confidently.
- **Respect** - Listen to and value different backgrounds, perspectives, ideas, and contributions.
- **Professional Excellence** - Represent positively the Department and the Northern Territory Government.
- **Commitment** - Strive to achieve the Department's strategic directions.

The Northern Territory Government is an equal opportunity employer. Aboriginal and Torres Strait Islanders and people from non-English speaking background are encouraged to apply.

For further information go to Northern Territory Government website www.nt.gov.au and follow the links to Employment. Or try www.theterritory.com.au a fantastic website, with extensive and detailed information about living, working and investing in the Northern Territory.

Join a service that offers

- Challenges and opportunities to learn new skills
- Excellent conditions of employment
- Paid training, with nationally accredited qualifications
- 6 weeks holiday every year
- (After 10 years service) entitled to 3 months Long Service Leave
- Salary range: \$50,842 - \$58,365 and a Northern Territory Allowance \$960 per annum to officers with dependents (current as time of publication)
- Support for higher education, and paid study leave 2.5hours per week (for approved course of study and *compulsory fees may be reimbursed*)

“I enjoy my work because it is rewarding, challenging and different everyday. The service we provide is individually tailored to meet the needs of offenders, so is never repetitive.”

K.H. (Community Corrections, Darwin)

Probation and Parole Officer is a structured role existing within a legislative framework but requires plenty of commonsense, good communication and organisational skills and be prepared to undergo a criminal history check. A complete Job Description with selection criteria will be available with advertised vacancies.

Other areas of importance:

- ✓ Good written & oral communication skills, and competent computer skills
- ✓ Criminal history relevant to the specific requirements of the job will be considered in determining suitability for appointment
- ✓ Australian Citizen or Permanent Resident Status
- ✓ A current, manual drivers licence *
- ✓ Be of good character, with high ethical standards and demonstrated integrity in your work
- ✓ A high level of maturity, interpersonal skills and demonstrated life skills
- ✓ Awareness and appreciation of Aboriginal & Torres Strait Islander culture

Probation and Parole Officers must show a willingness to undertake training associated with National Competency Standards and the ability to successfully complete the Certificate IV in Correctional Practice (Community) within 12 months of commencement.

Post secondary qualifications in a relevant discipline are highly desirable and applications for appropriate training or education through the Department's *Study Assistance Scheme* will be supported by Community Corrections.

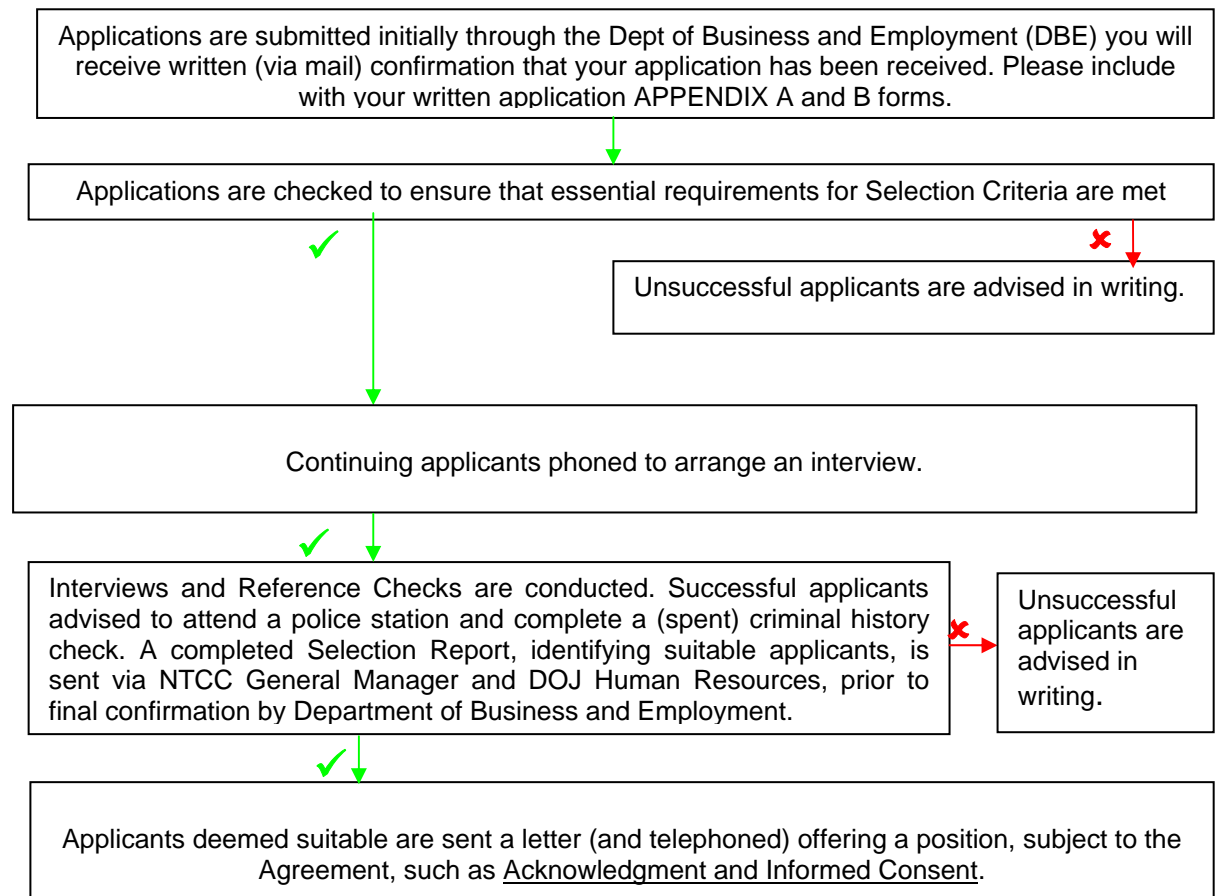
Type of Work

- Supervision – Each day involves interactions with several offenders, usually through predetermined appointments.
- Offender Management – It is essential for a Probation and Parole Officers (PPO) to effectively engage with people from a wide variety of backgrounds, to ensure the offender's compliance with the statutory requirements of their specific order. PPO's assess each offender, develop individual plans to help motivate and support offenders to make changes in their lives and identify suitable interventions to prevent further offending.
- Report writing – is a significant component of a PPOs daily work. Reports are regularly prepared include Assessments, Pre Sentence Reports, Parole Reports and Alternative/Home Detention Reports and need to be completed whilst working around the other facets of a job.
- Referrals – are made regularly for internal and external interventions and programs. The PPO is to liaise with external service agencies and organisations. Offenders may be directed toward a specific intervention such as urinalysis testing, or attend programs and services.
- Travel and time outside of the office – is often required to attend meetings, conduct home visits and visit various institutions in preparation for a report or as part of the management of an offender. In the Northern Territory, it is also necessary to travel to remote communities in order to visit offenders and conduct collateral checks.
- Time Management – and organisational skills are clearly necessary to effectively meet the competing demands of the role. It is imperative that clear and concise case notes are completed following each interaction involving an offender's case. It is also important files are maintained and sufficient time is allocated to complete reports etc.
- Probation and Parole Officers attend urban and 'bush circuit' Courts to provide assessments, reports or advice which may be requested in relation to offenders or programs Community Corrections administer:
 - Community Work Orders
 - Home Detention
 - Parole Orders
 - Probation Orders

Recruitment Process

Northern Territory Correctional Services (NTCS) conducts regular recruitment drives, though advertisements on the Northern Territory Government, Employment Opportunities website, Northern Territory News and other mediums. During this process an applicant's suitability is assessed.

The following flowchart outlines the application and recruitment process.



Applications can only be accepted when a position is vacant. At other times, you can discuss your interest with Community Corrections Central Office on 08 8935 7420.

Criminal History

In your application you must make full disclosure of all criminal convictions including any traffic/driving infringements, spent convictions and juvenile offences. Failure to disclose may result in your application not being successful or cancellation of your appointment. It is advisable to include the circumstances surrounding any disclosure you make, as this may assist us to make a fully informed and fair judgement.

Factors considered in the assessment include:

- Nature of the offence;
- Scope of an individual's criminal history;
- Period of time that has elapsed since the offence took place
- Age at which the offence was committed i.e. juvenile or adult;
- Type and severity of any penalties/punishment imposed and whether the individual successfully completed the court order;
- Evidence of an extended criminal history;
- Whether the offence is still a crime;
- Mitigating or extenuating circumstances in relation to the offence committed;
- General character since the offence was committed;
- Degree of rehabilitation (may obtain further information with applicant's consent);
- Other factors that may be relevant for consideration e.g. level of risk involved.

Discrimination on the basis of 'irrelevant criminal records' is generally prohibited by the Northern Territory Anti-Discrimination Act. Irrelevant records include such things as acquittals, withdrawn or dismissed charges, pardons and convictions for offences where the circumstances relating to the offence are not directly relevant to the situation. Criminal record information is not used for any purpose other than to determine suitability for employment to a position. Confidentiality is a fundamental consideration when handling or disseminating information and privacy is ensured by preventing unauthorised access and unauthorised use of information.

If you proceed to the Interview Stage of the Selection Process you will be required to undergo a criminal history check, via submission of the *PF166 Authority to Release Criminal History Including Spent Convictions* at your local police station. Instructions for completing the Authority to Release Criminal History are included with the form. You will be required to provide fingerprints when you submit the form, and to make payment. The successful applicant can be reimbursed the cost by submitting a receipt to NTCC.

Interviews and Referees

Interviews are conducted by a panel, usually comprising of three members including the General Manager or his/her delegate. Each applicant's suitability for the position is decided upon merit.

Interstate applicants may be interviewed by teleconference or video conference. Interviews are generally conducted in Darwin and Alice Springs, and applicants outside these areas may elect to travel to either centre for interview at their own expense.

After interview, your referees will be contacted by the panel. You should take time to discuss your application with your nominated referee prior to them being contacted. Your referee may also be asked to verify claims you have made in your application and during interview so please ensure you provide current work referees.

Application

Your written application to a Northern Territory Government position must demonstrate that you meet the requirements of the selection criteria sufficiently to warrant being short listed for further assessment.

Your application should contain:

1. completed cover sheet
2. claims against the selection criteria
3. your curriculum vitae (cv) or resume
4. the name and contact details for at least two referees
5. completed (attached) forms, Appendix 1 Criminal History and Integrity Screening & Appendix 2 Acknowledgement and Information Consent with your submission

Further information on written applications can be found on the Northern Territory Government website:

http://www.ocpe.nt.gov.au/ntps_careers/info_for_applicants/apply_for_job

Frequently asked questions

If I am applying from interstate and I am offered a position who pays for my relocation?

If you are successful in gaining employment as a Probation and Parole Officer you can negotiate for relocation expenses.

Can I transfer from one Community Corrections Office to another?

Transferring from one Community Corrections Office to another occurs as operational needs allow.

If I commence, what happens after the 12 months?

Throughout your first 12 months of employment, you will need to complete the Certificate IV in Correctional Practice. If you successfully complete this and other requirements you will be confirmed in a permanent position as a Probation and Parole Officer.

If I have applied before can I just ask for my previous application to be put into this recruitment?

If you are found suitable, your application is valid for 6 months from the date of advertisement however, you may be asked (or wish) to resubmit. After this time you will need to submit a new application.

If I apply and am unsuccessful, can I try again?

Yes, in the next recruitment campaign you may have to (or chose to) resubmit your application. We recommend you obtain feedback to determine the reason you were unsuccessful, and utilise the time before the next recruitment to address the shortfall.

Appendices

The following documents are required to complete your application for a position as a Probation and Parole Officer:

- Appendix 1 Criminal History and Integrity Screening. This document outlines the areas of interest and concern, relevant to your duties as a Probation and Parole Officer
- Appendix 2 Acknowledgement and Informed Consent. Community Corrections requires this document to ensure an appropriate level of screening prior to commencement as a Probation and Parole Officer

APPENDIX 1

CRIMINAL HISTORY AND INTEGRITY SCREENING

Surname		
Given Name(s)		
Date of Birth		
1	Have you ever been convicted of ANY offence? (This includes juvenile/spent and driving convictions)	YES / NO
2	Have you ever been the subject of a domestic violence, firearms prohibition, restraining order, child protection or other court order?	YES / NO
3	Have you ever been held in a Prison, Police Lock Up, Detention Centre or any other place?	YES / NO
4	Do you currently have any charges pending?	YES / NO
5	Do you or have you associated with person(s) that you knew had criminal convictions other than in the course of carrying out professional duties?	YES / NO
6	Is there any other matter that should it come to the attention of the Department of Justice may result in your application being unsuccessful?	YES / NO
6	In relation to the duties outlines, are there any known issues that could impact you ability to adequately perform the inherent requirements of the work?	YES / NO
<p>If you have answered YES to any of the above please provide full details, include date, place, charge, and outcome/penalty. Use question number to reference your answers. Attach additional information if needed. The provision of any incorrect or false information (or withholding information) relating to your criminal history may adversely affect the assessment of your integrity and could result in the rejection of your application or the cancellation of your appointment.</p>		
<p style="text-align: center;">Privacy Notice</p> <p>The Department of Justice (DoJ) is collecting information on this form to assess your eligibility to engage in employment. Failure to provide or the withholding of any information or satisfactory evidence relating to your application may result in the Department not being able to process your application. DoJ usually discloses this information to the Department of Business and Employment (DBE) for processing and placement on your personnel file. Information in relation to criminal history checks is received by Human Resources and is handled with strict confidentiality. You may access and/or correct your personal information provided in this application form. If you have any queries please contact the Information Officer, Department of Justice, GPO Box 1722 Darwin NT 0801or Telephone (08) 8935 7617, fax (08) 8935 7629.</p>		

APPENDIX 2

ACKNOWLEDGEMENT AND INFORMED CONSENT

I acknowledge I have been provided with and have read and fully understand the requirements of the selection process.

I consent to Department of Justice collection personal information about me including sensitive information of a racial or ethnic origin, my criminal history including spent convictions.

I declare that to the best of my knowledge and belief the information give in this application is true and complete and I understand that I may required to travel anywhere in the Northern Territory to deliver corrective services.

I acknowledge that if I fail to respond to all questions, if I knowingly or wilfully give false or misleading information or withhold any information, it could result in

- (1) rejection of my application
- (2) removal from the selection process
- (3) dismissal

In the event that I am excluded as a result of an integrity check, I will not seek specific feedback as to why I have been excluded.

Signature:

Date: / /

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