The Department of Justice and Attorney-General

The department contributes to a fair and just society and safe, healthy, productive workplaces and community.

The department values cultural capability and supports the engagement, participation and advancement of Aboriginal people and Torres Strait Islander people across all occupational streams.

About the Business Unit
Corrections centres are responsible for the delivery of custodial services across Queensland. People in custody are supervised in either high or low security correctional centres. High security centres provide for the management of adult prisoners held in secure custody correctional centres across Queensland.

About the Role
Develop, manage and deliver cultural, recreational, art, craft and hobby activities to prisoners of the correctional centre. Supervise prisoners on a daily basis and actively participate in their rehabilitation through work and program activities, and monitor and maintain the security of the correctional centre.

Key Responsibilities

Prisoner Supervision
- Supervise the behaviour and activities of prisoners on a daily basis in accordance with the centre/facility’s routine
- Develop productive relationships with staff, management, professionals, police and other agencies
- Assist in the rehabilitation of prisoners by participating in or overseeing their work or activities and contributing to case management functions within the centre
- Identify prisoners who may be at risk and advise relevant staff in a timely manner
- Interact with prisoners and respond to their needs through the provision of services in an appropriate manner within relevant guidelines and rules
- Encourage prisoners to participate in programs to maximise their opportunities for rehabilitation
- Report details or incidents and behaviour of prisoners for the purpose of the sentence management process
- Participate in the reception, induction and discharge of prisoners in accordance with procedures
- Assess prisoner needs prior to action and take into account traditional cultural values
- Prepare reports on relevant activities and maintain appropriate records
- Perform other administrative duties as required

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**Role Description for Activities Officer**

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<tr>
<th>Centre</th>
<th>Division</th>
<th>Queensland Corrective Services</th>
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<tr>
<th>Location</th>
<th>Closing date</th>
<th>Job Ad Ref</th>
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<table>
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<tr>
<th>Classification</th>
<th>Salary per fortnight</th>
<th>Salary per annum</th>
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<tr>
<th>Type of vacancy</th>
<th>Permanent / Temporary for ___ months</th>
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<tr>
<td>Hours as per centre roster (Refer to Applicant Information Package* see note in Additional Information section).</td>
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<th>Contact Name</th>
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Correctional Centre Security
- Monitor and maintain the dynamic and static security requirements of the correctional centre or facility, reporting any unusual behaviours or occurrences which could result in a breach of security
- Undertake searches and perform escort duties of prisoners both within the centre and externally when required
- Ensure you respond to emergency or security breaches in accordance with prescribed procedures and processes
- Prepare and submit accurate incident reports/ statements/ records concerning notifiable incidents
- Identify and respond appropriately to potential security risks and illegal activity
- Provide reports concerning equipment damage, defects or loss and maintain accurate administration records
- Restrain and control non-compliant prisoners in accordance with policies and guidelines and ensure participate in annual training in control and restraint to maintain competence

CCO Responsibilities and Training
- Participate in all training as directed by the Agency including the ongoing maintenance and current competence of all qualifications including, but not limited to Certificate III in Correctional Practice (Custodial) and other annual training requirements
- Maintain a professional level of appearance at all times by wearing the QCS issued uniform in accordance with Agency uniform standards
- Comply with all QCS policy, procedures and legislation including the applicable Code of Conduct

Manage and deliver recreational, sports, arts, crafts and hobby programs
- Prepare reports and maintain records on relevant activities.
- Provide estimates of activities spending for budget purposes and manage financial allocations
- Perform other administrative duties required in the effective management of the unit.
- Design plan and implement a comprehensive recreational, sports, arts, crafts and hobby program for the centre’s prisoners to increase the quantity and quality of recreation and leisure activities and provide daily recreational activities for prisoners
- Monitor and coordinate the work of volunteers and part-time staff delivering recreational, sports, art, craft and hobby programs.
- Coordinate a range of hobby activities available to prisoners to ensure the best possible utilisation and development of resources.
- Contribute to the classification and case planning of prisoners

How you will be assessed
To determine your suitability for the role, you will be assessed on the following attributes, experience, knowledge and skills that link to the “Key Responsibilities” above:

We are looking for someone who:
- Acts proactively, works flexibly without supervision and effectively manages new and unexpected events using judgement about when to escalate issues
- Focuses on performance, seeks clarity of tasks, asks questions, and knows what is expected of them. Demonstrates flexibility and copes effectively with day-to-day work changes and shifting priorities
- Models professional and ethical behaviour. Able to navigate the policy and procedural frameworks in order to apply to day to day offender management practices.

* These attributes are based on the Queensland Public Service [QPS Workforce Capability Success Profile Framework](#) and have been tailored for this Agency.
Knowledge, Skills and Experience required for the role

- Experience in the delivery of one or more of the following – recreation, sporting, art and craft activities
- **Decision making and reasoning** involving gathering information, evaluating a variety of solutions, and selecting the best option, working ethically, working under pressure and demonstrating resilience
- **Self-management or self control** with the ability to manage your personal feelings and reactions to challenges on the job
- **Teamwork** skills with the ability to work effectively with people of different ages, gender and cultural backgrounds. In addition, demonstrated ability to collaborate and contribute to team results
- **Information technology** skills at a basic level with the willingness to learn new IT skills and use internal offender management databases as well as Microsoft Office software
- **Planning and organising** abilities to ensure tasks are completed within the required deadlines and in accordance with all relevant policies and procedures within the correctional environment
- **Problem solving** skills with the ability to apply a range of problem solving strategies and show initiative in identifying and solving problems both independently and as a team member
- **Communication** skills as demonstrated through the ability to listen, understand and speak clearly to a wide range of audiences. Written skills with the ability to summarise information and data

**Mandatory Qualifications, Conditions and Requirements**

It is a mandatory requirement that applicants have:
- Drivers license, the minimum C class Australian licence
- Certificate in Apply First Aid (previously known as Senior First Aid certificate). Applicants who do not have this qualification must provide evidence that they have commenced the process of obtaining this qualification prior to the interview.

To be eligible to apply for this role you must hold suitable working rights for Australia – you must be either an Australian Citizen, Permanent Resident or New Zealand Citizen.

**Conditions of Employment**

It is condition of employment that, prior to commencing work in the role of Custodial Correctional Officer, you will be required to successfully complete the paid compulsory ten (10) week Custodial Officer Entry Program (COEP) at the Queensland Corrective Services Academy at Wacol. Refer to Additional Information for details of the (COEP).

It is a condition of employment that all applicants offered a position must successfully complete a Certificate III in Correctional Practice (Custodial) offered by QCS during their first year of employment.

An Activities Officer will be required to work a pattern of work in accordance with a roster established by Queensland Corrective Services. As an example, high and low security centres have a 24 /7 operating environment and the patterns of work cover Monday – Sunday, night/day shifts, in some centres Activities Officers may work day shifts only from Monday to Friday.

**Interested in applying?**

Refer to the Manpower website Manpower.com.au/qcs for details on the application and selection process.

People from diverse backgrounds including non-English speaking backgrounds, people with a disability, women, Aboriginal people and Torres Strait Islander people are encouraged to apply.

**How to submit an application**

Applications can be lodged on the Manpower recruitment website - Manpower.com.au/qcs

Contact Details if you have queries:
Email: qcs@au.manpowergroup.com
Phone: 1300 725 937

A resume should also be included and should include details about your responsibilities and achievements of current and previous roles, and include two recent referees who have a thorough knowledge of your work performance and conduct. Please ensure that one of the referees is your current or immediate past supervisor.
Additional Information

Applications to remain current for 12 months

The incumbent may be required to work hours outside the normal work hours.

This position reports to the Correctional Manager Offender Development. There are no direct reports to the position, although there will be direct contact with prisoners.

This role description provides the minimum requirements for the role. The incumbent may be required to undertake other duties as required

For details regarding salary information, leave entitlements, flexible working arrangements and other benefits for this position please refer to the Applicant Information Package*.

(*Note: Not all conditions and information in the Applicant Information Package)

A minimum probation period of 3 months may apply.

All newly appointed public service employees who have been employed as a lobbyist in the previous 2 years are required to provide a disclosure to the Director-General within 1 month of commencement in accordance with Disclosure of Previous Employment as a Lobbyist Policy.

Any applicant recommended for appointment who is a current or previous public sector employee is required to disclose previous serious disciplinary action taken against them. If recommended for appointment the Panel Chair will contact the applicant further to discuss this requirement.

A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicle.

Where a subsequent or recurring vacancy arises, either from the same centre/location or different centre/location from the advertised position, the vacancy may be filled from the order of merit used to fill the original position. Applications will remain current for up to 12 months after the closing date.

Information on Award conditions including salary rates can be accessed via:

Criminal History Checks

Criminal history checks will be undertaken by Queensland Corrective Services on preferred applicant(s). Applicants seeking appointment in QCS are required to disclose any criminal histories and/or charges (including convictions which are not recorded), usually at time of interview, as per the provisions of the Criminal Law (Rehabilitation of Offenders) Act 1986, section 9A(1). A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment with QCS. QCS will obtain information from the Queensland Police Service on whether an applicant is under investigation for a serious offence and, if necessary, information can be obtained concerning the person.

Applicants who have lived or worked overseas may be required to provide a current police clearance from that country.

Pre-employment Checks

Pre-employment checking will be conducted on preferred applicants before placement. They are used to verify that the information provided by the applicant in the selection processes is true and accurate. Pre-employment checking includes checking of criminal history, identity, performance or previous discipline history.

Pre-employment Physical Assessment

Applicants who progress from the assessment centre will be required to complete the five minute Responding to Medical Emergency (RTME) assessment. A video of what is required during this assessment is available for viewing on the Manpower website.

Pre-employment Medical Checks

Applicants who progress from assessment centre will be required to undertake a pre-employment medical assessment with a medical practitioner that is registered as an approved provider by the Department. Details of the registered medical practitioners will be provided during the recruitment process.
Smoke Free Prisons
Queensland Corrective Services facilities are tobacco and smoke free. Cigarettes, tobacco and smoking related items, such as matches and lighters, are prohibited inside a corrective services facility. Smoking is not permitted anywhere on the grounds of a corrective services facility (including car parks, walkways, visits processing etc.).

Custodial Officer Entry Program (COEP)
Successful applicants before being offered a position will be required to successfully complete the paid compulsory ten (10) week COEP at the relevant training facility. This will be the first component of the Certificate III in Correctional Practice (Custodial) which is mandatory qualification for Custodial Correctional Officers. Accommodation for courses at the Queensland Corrective Services Academy only, during the relevant training periods may be arranged, upon application and approval, for officers who meet residential criteria as determined by the Department.

The Custodial Officer Entry Program (COEP) includes:

Physical Control & Restraint Technique Training
This component involves a degree of physical exertion and strong physical contact, e.g. barging, tackling, restraining. Techniques include punching, kicking, baton use, applying physical restraint devices, joint locks, unbalancing, leverage, pressure point control and applying pain as a stimulus to enforce compliance.

Chemical Agents
Direct exposure to chemical agents while wearing a mask and then exposure to the agent with the mask removed.

Firearms
Participants will be expected to demonstrate competence in the use and routine maintenance of a Glock pistol.

Following this program, applicants will undergo competency based training and assessment in a prison to complete Certificate III Correctional Practices (Custodial) during the first year of employment.

Physical Assessment

Responding to Emergencies
This component requires participants to successfully complete an operational circuit within 5 minutes. The circuit consists of:

1. Jog/run approximately 500 metres – including repetitive stair (10 x 20cm steps) ascents
2. 10 arm and leg thrusts
3. 10 prone/push and stand drill exercises
4. 20 metre 70kg mannequin drag, and then
5. Communicate effectively using a radio

Want to know more? Visit the following website:
www.correctiveservices.qld.gov.au/employment

Employee Union Information
The Queensland Government recognises your entitlement to join a registered union. While you are not obliged to join a union, the Government encourages its employees to do so. Membership application forms can be obtained from the relevant union. Supervisors will be able to tell you the name of the union that represents your role.
You should also know that your name, the name of your workplace and your workplace location may be provided to a relevant union for the purpose of providing the union with the opportunity to discuss with you the benefits of union membership.

Refer to the Applicant Information Package for further information about which union covers the Department of Justice and Attorney-General.