

Job Description

Agency	Department of the Attorney-General and Justice	Work unit	NT Correctional Services – Community Corrections
Job title	Probation and Parole Officer	Designation	Professional 2
Job type	Full time	Duration	Ongoing
Salary	\$88,204 - \$105,445	Location	Alice Springs
Position number	44467 RTF 292057	Closing	01/04/2024
Contact officer	Ian Brough on 08 8951 5631 or Ian.Brough@nt.gov.au		
About the agency	https://justice.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=292057		

APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.

Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

Primary objective

With a high level of autonomy, provide pre and post sentencing advice and offender management to enable community supervision with a focus on behaviour change and community safety.

Key duties and responsibilities

1. As a statutory officer, supervise a caseload of offenders including high risk offenders, complying with legislation and Department policy and procedures, using a participative case management model.
2. Undertake complex risk assessments to identify criminogenic risks and needs and formulate a structured approach to offender supervision in order to help reduce the risk of further offending.
3. Use research, investigation, analysis and writing skills to undertake comprehensive pre-sentence and pre-release assessments to the courts, Parole Board and Commissioner NTCS assessing suitability for supervision in the community and making recommendations as to appropriate conditions and monitoring requirements.
4. Use a strengths based approach and culturally appropriate tools and resources to deliver individualised case management which motivates offenders to make pro-social choices and engender positive behaviour change.
5. Utilise contemporary tools such as electronic monitoring and COMMIT in individualised case management practice to monitor and enforce conditions of supervision.
6. Identify and respond to non-compliance through timely investigation, gathering of evidence and preparation of breach reports to the relevant authority, in accordance with departmental decision making frameworks.
7. Review assessments, reports and plans developed by other Probation and Parole Officers and provide feedback as appropriate.
8. Deliver specially designed psycho-educational offence-related programs to offenders in a group or individual setting.
9. Travel to and work in regional and remote areas to attend circuit court, undertake offender supervision.

Selection criteria

Essential

1. Tertiary qualifications in one or more: Social Work, Behavioural Studies, Psychology, Criminology, Law or related field.
2. Certificate IV in Correctional Practice or recognised equivalent must be completed within the first 12 months of employment.
3. Excellent verbal and written communication skills with the ability to provide accurate information, influence others, and prepare professional written reports, often within tight time constraints.
4. Demonstrated experience in case management and statutory functions in a human services field and knowledge of interventions to address challenging behaviours e.g. sexual and violent offending, substance abuse, mental health problems.
5. Demonstrated prioritisation and co-ordination skills with the ability to perform effectively under pressure, meet deadlines, maintain confidentiality and deal with sensitive issues in an appropriate and professional manner.
6. Demonstrated understanding and application of legislation and policies and procedures.
7. Demonstrated administration skills and proficiency in the use of a variety of computer applications and databases for research, record keeping and document production.
8. Demonstrated high level of proven initiative and self-motivation to work independently as well as part of a team.
9. Demonstrated understanding of and sensitivity to Aboriginal cultural issues with the ability to interact effectively with people of diverse cultures.

Further information

The Department of the Attorney-General and Justice (NT Correctional Services Division) has a Smoke Free Policy. Staff are not permitted to smoke anywhere on Departmental premises, facilities or in vehicles, nor whilst working off-site. The preferred applicant/s will be required to complete a pre-employment questionnaire and the successful applicant/s will be required to undergo a criminal history check (confirmed by fingerprints and name check) prior to commencement of employment. An adverse criminal history will not necessarily exclude an applicant from this position. All NT Correctional Services employees are subject to random drug and alcohol testing.

Approved: 1st June 2023

Tracy Luke Assistant Commissioner Community Corrections