



# PROBATION AND PAROLE OFFICER Recruitment information

A **CAREER** that changes **FUTURES** — **YOURS** and **OTHERS**

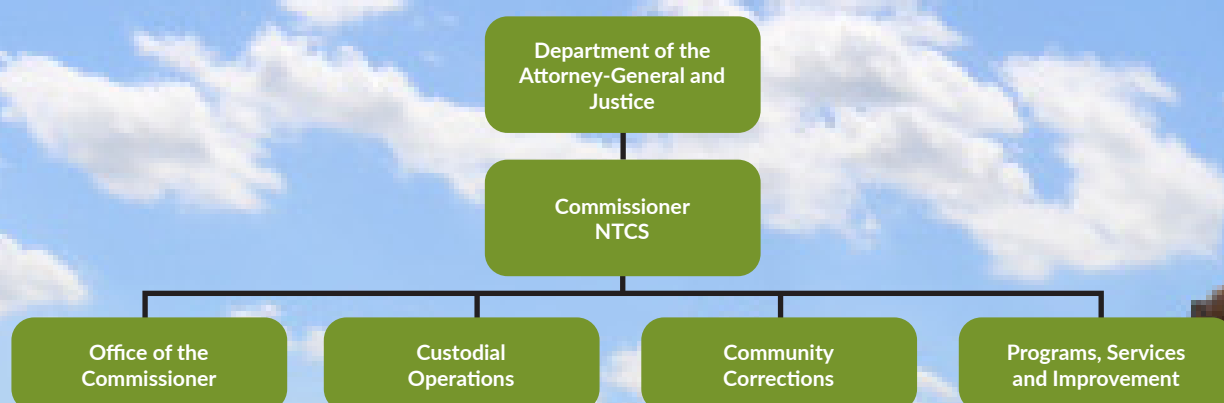
[justice.nt.gov.au](http://justice.nt.gov.au)



# Becoming a Probation and Parole Officer is a rewarding career opportunity

Probation and Parole Officers (PPOs) are pivotal in assisting Community Corrections to promote a safer community through supporting offenders to make positive changes.

Community Corrections forms one of four branches of the Northern Territory Correctional Services (NTCS) division of the Department of the Attorney-General and Justice.



## The opportunity

PPOs operate as part of a team to supervise a caseload of offenders in the community. These offenders have received a court order or have been granted parole which requires their supervision. PPOs work collaboratively with offenders using a case management framework. This is to address their offending behaviour and encourage positive change, all while ensuring their compliance to their order and associated conditions.

The role is varied and it involves contributing to both a safer community and better futures for offenders.

During the recruitment phase, we promote opportunities for PPOs at three distinct levels. A05, A06 and P2. The selection panel will evaluate each applicant and determine the most appropriate classification level for them.

Typically, candidates with a proven case management expertise within a comparable legislative framework, along with the necessary skills to fulfil the PPO role with minimal supervision, will be considered for the A06 classification. If you possess a relevant tertiary qualification and can demonstrate experience in case management, you will be eligible to be considered for the P2 classification level.

### **Probation and Parole Officers key responsibilities include:**

- Working with offenders, some of whom will be high risk or exhibit complex and challenging behaviours, to motivate them towards changing their attitudes and actions in order to help reduce further offending.
- Helping offenders reintegrate back into the community.
- Carrying out risk assessments and reviews of offenders in order to target areas of need and minimise the likelihood of reoffending.
- Ensuring offenders abide by obligations relating to their parole or court orders.
- Writing and providing reports for various stakeholders on people charged with an offence.
- Providing reports to the NT Parole Board to assist them to determine whether a prisoner should be released and, if so, under what conditions, e.g. curfew, electronic monitoring, rehabilitation program attendance, etc.
- Undertaking meticulous record keeping and review processes.
- Working with other agencies to help local crime reduction and community safety, e.g. Police, local authorities, courts, health services, substance misuse services etc.
- Attending court, sometimes to testify about written recommendations in reports

## The benefits

- Six weeks annual leave.
- Career development opportunities.
- Flexible working arrangements.
- Working in a professional and experienced team.
- Paid classroom and on-the-job training.
- On-the-job training that leads to a nationally accredited Certificate IV in Correctional Practice.
- Opportunities for study assistance for tertiary education for approved courses.
- Opportunities for travel throughout the Northern Territory.

Community Corrections services the entire Northern Territory with regional offices in Darwin, Alice Springs, Katherine and Tennant Creek reaching almost 80 communities. With such broad coverage, many staff will have opportunities to travel to remote locations where they will see and experience things that few others will ever get the chance to experience at work.

PPOs have opportunities to hold remote caseloads and to be located at court or at correctional centres which provides a broader and more in depth perspective to the statutory role.

## The person

To be successful in this role you will use your administration skills together with your life experiences and professional maturity to help assist offenders change their behaviour. To achieve this you will require:

- Demonstrated report writing and experience doing administrative work.
- Highly developed written and oral communication skills.
- Strong interpersonal skills to relate to and build effective professional working relationships with people from a diverse range of backgrounds, including those who have been charged with and convicted of serious offences.
- Excellent organisational skills with the ability to manage conflicting priorities.
- Demonstrated problem solving skills.
- A high level of integrity and resilience.
- Experience working with Aboriginal and Torres Strait Islander people.
- An unrestricted manual driver's license.
- May hold a tertiary qualification in a relevant field.

This information pack is designed to assist you in determining whether working as a PPO is the right career move for you. The Northern Territory Public Service (NTPS) is an equal opportunity employer that values diversity in our workforce.

## The training

All PPOs undergo a structured training and induction program to provide them with the skills, knowledge and confidence to be successful in the role. The training involves an alternating mix classroom-based learning and on-the-job practical experience.

The training is face-to-face and based in Darwin or Alice Springs and candidates who reside outside of these areas will have to be available to attend. Travel and accommodation costs will be provided by the department. Some weekend travel may be required.

Within your first year of employment you are required to undertake and successfully complete the Certificate IV in Correctional Practice, giving you a nationally recognised qualification. Upon commencement of a permanent position, staff will be subject to a six month probation period.

The Certificate IV in Correctional Practice is delivered by Northern Territory Correctional Services' Registered Training Organisation (1074) and all costs associated with this training will be covered by NTCS.

Please note that there may be some unpaid study required to be undertaken outside of work hours to complete the Certificate IV.





## Policies

### Smoke free policy

All NTCS premises are completely smoke free. Staff are not permitted to smoke anywhere on Departmental premises or in vehicles. NTCS is making the Territory's correctional facilities healthier and safer places to work.

### Drug and alcohol testing

All NTCS employees are subject to random drug and alcohol testing as part of your employment.

## Selection process

NTCS uses a bulk recruitment process to attract and recruit Probation and Parole Officers. There are several stages in the selection process and these are outlined below. The entire process takes about 12 weeks from date of advertising to commencing on the job.

Existing PPOs who are applying for a promotion will demonstrate experience in case management and report writing in line with the career progression scheme.

## Approximate Timeframe



## Contact

Community Corrections will be recruiting Probation and Parole Officers soon. Main locations include Darwin, Alice Springs, Tennant Creek, and Katherine.

If you are interested in applying please call Ph: (08) 8935 7682 or email [NTCS.Recruitment@nt.gov.au](mailto:NTCS.Recruitment@nt.gov.au)



## Stage 1 – Application

As opportunities become available, positions are advertised on the NTG jobs website ([jobs.nt.gov.au](https://jobs.nt.gov.au)). For your application to be reviewed and progressed you must submit a complete application, including:

- A one-page summary sheet which addresses:
  - » Your understanding of the Probation and Parole Officer role and what can you contribute to this position.
  - » Your experience and understanding of case management.
  - » Your skills and experience in working or interacting with people from diverse cultures.
- A resume detailing a minimum of five years' work experience including the contact details of two work-related referees.
- Include copies of your tertiary qualifications
- Include copy of Confirmation / Certificate of Aboriginality if relevant

## Stage 2 – Screening

The screening phase of recruitment is where your application is reviewed and assessed against the selection criteria for the position.

Applicants who are shortlisted will progress to the next stage.

Please ensure your application states the job location you wish to apply for (Darwin, Katherine, Tennant Creek, Alice Springs).



### **Stage 3 – Pre-employment assessments and psychometric testing**

You will be emailed pre-employment assessments to be completed and returned to us within three working days. You will also be required to fill in a pre-employment questionnaire.

Applicants shortlisted from the pre-employment assessments will receive an email inviting you to complete the online abilities and psychometric profiling. You will be given three days in which to complete this profiling and will be sent the instructions and information required.

If you have completed psychometric testing within the last 12 months these results will be used, you will not be required to complete the test again.

If you are progressed from the pre-employment assessments and psychometric testing then you will be invited to attend a panel interview.

### **Stage 4 – Referee checks and panel interviews**

Referee checks will be conducted and you may be contacted by the selection panel for details of referees if required.

The selection panel will comprise of at least three experienced officers from Community Corrections and a representative of the NTCS recruitment team.

Your pre-employment declaration will also be reviewed at this stage.

## Stage 5 – Suitability and background checks

Given the nature of this role you will be required to complete a criminal history check confirmed with a finger print. A positive criminal history check will not necessarily exclude you from the process however, you must make full disclosure of all criminal convictions including any traffic and driving infringements, spent convictions or juvenile offences.

Failure to disclose may result in your application being terminated or cancellation of your appointment. It may be useful to include the circumstances surrounding any disclosure you make in the section provided in the pre-employment questionnaire and any other associated paperwork, as this will 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. youth or adult).
- Type and severity of any penalties and punishment 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 to NTCS).

Discrimination on the basis of 'irrelevant criminal records' is prohibited by the Northern Territory *Anti-Discrimination Act 1992*. 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.

## Stage 6 – Final selection

All applicants will be contacted and advised of the outcome of their application and if successful, a start date will be confirmed and induction details provided.

All successful applicants will initially sign a 12 month contract. Upon successful completion of all the requirements of the Certificate IV in Correctional Practice, if you have upheld the NTPS and NTCS Codes of Conduct, and the agency values, you will be recommended for appointment as a permanent PPO and you will then be awarded ongoing employment. A six month probation period applies from the time of being awarded ongoing employment.

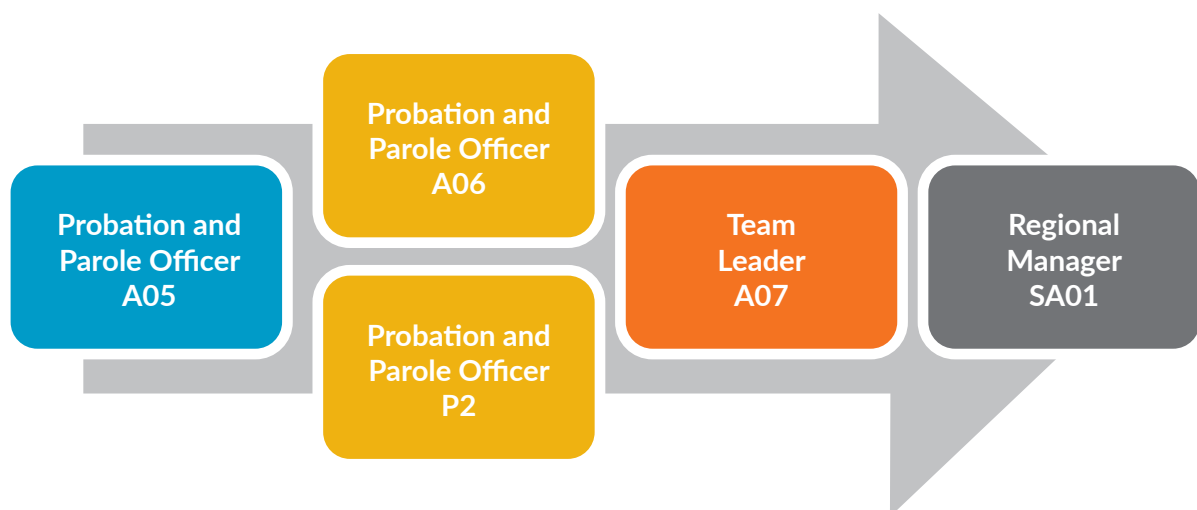


## Career paths within NTCS

Career progression is encouraged within NTCS. On being appointed you will likely commence as a PPO and undertake mandatory training towards completion of the Certificate IV in Correctional Practice.

Once you have gained this qualification you will be able to take advantage of our structured career progression program which is designed to support you to advance from a PPO to the next level PPO.

From there you can progress to become a Team Leader and Regional Manager as opportunities become available and once you have gained the skills and experience necessary to succeed in these positions.



There are also numerous opportunities within other divisions of NTCS and across other Government departments.

# Frequently Asked Questions

## When does the position start?

NTCS recruit regularly and block training is scheduled twice per annum.

## What if I'm applying from interstate?

Interstate applications are welcome. Interviews can be held over the phone or by using Microsoft Teams, you may wish to travel to the interview location at your own cost. There may be some relocation expenses and allowances available depending on personal circumstances.

## If I am unsuccessful can I try again?

Yes, you can apply again during the next recruitment campaign. We strongly recommend you obtain feedback to determine the reason you were unsuccessful and use the time before your next attempt to try to address the shortcomings. You must submit a new application for each recruitment campaign, as requirements, policies or procedures may change.

## If I am successful, what will be my hours?

In general, your hours will be 8 am to 4.21 pm Monday to Friday. However, flexibility is often required to provide services to courts or to allow for travel requirements. PPOs may be required to undertake on-call duties out of office hours.

## If I have a holiday booked during the training course dates, does this make me ineligible to apply for this intake?

The PPO course is an intensive training program, and it is important that all new starters complete the entire course. It is unlikely that periods of leave would be allowed during training. However, leave requests can be considered on a case-by-case basis and you are best to advise the selection panel during the interview of any planned absences.

## I am in the process of applying for a working visa. Can I still apply?

You are welcome to apply. However, any offer of employment can only be made if you hold a relevant working visa for Australia. Offers of permanent employment can only be made to Australian Citizens, New Zealand Citizens or Australian Permanent Residents.

## I am an NT Government employee, can I transfer entitlements?

Yes. NTPS employees can transfer their entitlements. There are certain designations that may not be eligible; please seek further advice on this if you require it.

## I live outside of Australia and would like to migrate to the Northern Territory. Can I apply for a job?

You are welcome to apply. However, any offer of employment can only be made if you hold a relevant working visa for Australia. The Department does not offer sponsorship opportunities. Offers of permanent employment can only be made to Australian Citizens, New Zealand Citizens or Australian Permanent Residents.

## I don't have a reference, what can I do?

References are important because they provide relevant information about your working history. If you don't have a current supervisor you should provide a referee who has supervised you in the recent past. We can work with you in identifying the most appropriate referee to speak to.

## I have a degree – does that help?

If you have a degree in a relevant subject area, such as social work, behavioural studies, psychology, criminology, law or similar combined with case management experience you could join in the professional stream. There are some [professional development](#) incentives available.

# Living in the Northern Territory

The Northern Territory spans from the lush, tropical Top End to the arid and spectacular Central Australia. Approximately 1500 km lie between the Territory's two major centres, Darwin and Alice Springs – and there is plenty to see in between. Darwin is closer to South East Asia than to many other Australian capital cities.

The culturally diverse Northern Territory population is about 250 000 people with more than 100 different nationalities.

With a rapidly growing economy, industries and major developments, the Territory is an exciting, prosperous and vibrant place to call home. If other members of your family are also seeking work here, the Territory is generally an easier place to find work in comparison with some other parts of Australia. Visit [careers.nt.gov.au](http://careers.nt.gov.au) to search for positions vacant in the NT public service, but of course there are plenty of private sector opportunities out there too.

In the Top End there are two distinct seasons – the Dry, from May to October, and the Wet, from November to April. Central Australia has a hot desert climate with dry summers and cold winters.

No matter what the weather, the Territory offers residents an enviable lifestyle, with quality health, education, sporting and entertainment facilities.

The Territory is a great place to be for outdoors enthusiasts, and people come from all around Australia to enjoy our fantastic fishing, camping, bush walking and sightseeing. Darwin's proximity to Asia makes the Top End a great base for overseas travel.

The Territory has an entertaining schedule of major events throughout the year, including major horse racing events in Darwin and Alice Springs, the V8 Super Cars in Darwin, the Darwin Festival and other cultural festivals around the Territory, the Finke Desert Race, the Alice Springs Masters Games and the regular Mindil Beach Markets in Darwin.

Visit [theterritory.com.au](http://theterritory.com.au) for extensive information about living and working in the NT. To find out more about the range of things to see and do in the NT, visit [northernterritory.com](http://northernterritory.com)





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