# ADVICE TO APPLICANTS

## THIS INFORMATION IS DESIGNED TO ASSIST WITH YOUR APPLICATION FOR A ROLE WITH THE DEPARTMENT FOR CORRECTIONAL SERVICES (DCS)

**We welcome your interest in this role. Please read on to maximise your chances of success.**

## Before you start your Application

Carefully read the position's Job and Person Specification. Feel free to speak with the contact officer about the position, and ask questions or request further relevant information.

## Eligibility

Please note that an applicant for an ongoing position must be an Australian citizen or have permanent residency status. An applicant for a contract position must be an Australian citizen or have a visa which allows them to work in Australia for the period of the contract. Evidence will need to be provided to confirm the current status. Further information about eligibility to work in Australia may be found on the Department of Home Affairs website at https://www.homeaffairs.gov.au and the Immigration SA website at http://www.migration.sa.gov.au.

DCS is not able to offer employment to someone who has accepted a voluntary or targeted separation package (VSP or TVSP) from a South Australian public sector agency until their 'Employment Exclusion Period' has expired. You should contact the nominated contact officer (listed in the job advertisement) if you have any questions regarding your eligibility to apply.

Under Section 65 of the Public Sector Act 2009, candidates registered with a Disability Employment Service (DES) provider can apply for all government internal vacancies, even if they are not currently employed in the public sector. For information on DES providers: https://www.jobaccess.gov.au/people-with-disability/available-support/1631.

## Recruitment and Selection in DCS

Selection and employment procedures in DCS are guided by the Public Sector Act 2009 and guidelines of the South Australian Commissioner for Public Sector Employment. The Government of South Australia is an equal opportunity employer.

All selection decisions are free from discrimination or favouritism. They are based on an assessment of the merit of applicants' educational/vocational qualifications, personal abilities/aptitude/skills, knowledge and experience. Potential for development could also be considered.

## Re-selecting from a Recent Selection Process

If another vacancy arises that is similar in nature and the delegate feels that advertising would attract a similar pool of applicants, an order of merit appointment may be applied without the need for further advertising.

## The Job and Person Specification

The role is described in the job and person specification. The Role Statement contains information about:

- the location of the role within DCS
- the role's functions
- the reporting and working relationships
- any special conditions associated with the role
- the outcomes, duties and responsibilities expected to be achieved by the person performing the role
- the **Selection Criteria** for the role which provides:
    - a list of the essential criteria a person needs to effectively undertake the responsibilities and duties of the role, such as qualifications, abilities, aptitude and skills, experience and knowledge.

## Submitting your Application

Your written application should include:

- A cover letter of no more than 2 pages quoting the vacancy number and outlining your skills, knowledge and experience relevant to the role you are applying for.
- A CV or resume outlining your qualifications and employment history.
- A certified copy of your qualification (if an essential requirement of the role you are applying for)
- Applicants should include the name, address and contact number of **three current referees** who can provide recent information regarding your relevant work/experience – if possible provide your referees with a copy of the job and person specification. Please be aware that the panel is free to obtain work reports from a current supervisor/manager (if not nominated), if appropriate.
- If you are not currently employed in the Department for Correctional Services, you will also need to complete and sign an Employment Declaration form.

## Qualifications

You may be required to provide evidence of your qualifications. If you have relevant qualifications gained overseas, refer initially to the Department of Home Affairs website – https://www.homeaffairs.gov.au/trav/work/work/skills-assessment-and-assessing-authorities/assessing-authorities which provides a list of the relevant assessing bodies for the occupations and their contact details. There will be a fee that you will need to pay for the assessment to be undertaken.

## Important Information

Successful applicant will be required to satisfactorily complete the National Criminal History Check prior to employment.

If this position is deemed a *Designated Position* (as outlined under the Special Conditions of the Job and Person Specification), additional probity and integrity measures apply, including Workplace Drug and Alcohol Testing in accordance with Part 7A of the Correctional Services Act 1982 and the Correctional Services Regulations 2016.

Late applications will not be accepted unless negotiated with the contact person prior to closing date.

## Need Further Information?

If you need further information about the vacancy you are interested in, please direct your enquiries to the contact officer for the vacancy as listed in the advertisement.

For more information about DCS visit our website at https://www.corrections.sa.gov.au.

## Building a modern, diverse, flexible Organisation

DCS is an equal opportunities employer, and our workplace reflects the diverse communities that we serve. Safety at Work is central to our mission — emphasising respectful relationships, psychological wellbeing, and the physical and cultural safety of all employees.

We strongly encourage applications from women, Aboriginal people, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQA+, neurodivergent people, people living with disability, people of all ages, and other diversity groups. We support flexible ways of working including part-time working arrangements, wherever reasonably possible, and strive to ensure a fair, accessible, and barrier-free recruitment process. We encourage you to share any support or access needs when you apply.

Department for Correctional Services

# STRATEGIC PLAN 2022 2026

Making a difference to reduce reoffending

We will equip our staff and partners to deliver innovative and evidence-based services to achieve our strategic priorities.

Government of South Australia
Department for Correctional Services

## Our Priorities

### Reducing Reoffending

**Our Focus:** We will invest in strategic initiatives that ensure that fewer people return to custody.

**How will we achieve our priorities?**

- Reduce reoffending 20% by 2026.
- Develop a Smart Justice Strategy.
- Progress business case for a Rehabilitation Prison.
- Deliver Strong Foundations and Clear Pathways2 for women.
- Continue investment in services that reduce reoffending.
- Support people in prison to positively contribute to their families and communities.
- Implement best practice approaches that target domestic violence and offending against children.

**How will we measure success?**

- Fewer people return to custody.
- Increased access to rehabilitation and reintegration services.
- More people exit custody into stable work and housing.
- Our programs and return rates demonstrate value for the State.

### Closing the Gap

**Our Focus:** We will reduce the over-representation of Aboriginal people incarcerated in South Australia through cultural understanding and engagement.

**How will we achieve our priorities?**

- Reduce the rate of Aboriginal people incarcerated in line with the national Closing the Gap target.
- Continue to invest in innovative, culturally-responsive programs.
- Invest in community-based rehabilitation and reintegration services for Aboriginal South Australians.
- Deliver on DCS' Aboriginal Strategic Framework and action plans.
- Strengthen partnerships with Aboriginal Community-Controlled Organisations.
- Procure new services from Aboriginal-controlled services and enterprises.
- Increase DCS' cultural competence, Aboriginal employment rates and leadership.

**How will we measure success?**

- Fewer Aboriginal people are incarcerated in South Australia.
- Aboriginal voice to directly contribute to DCS program design and delivery.
- Exceed government target for procurement with Aboriginal controlled enterprises.
- Achieve a target of 8% Aboriginal participation in DCS' workforce.

### High Performing Teams

**Our Focus:** We will actively contribute to improving outcomes for all people impacted by the criminal justice system.

**How will we achieve our priorities?**

- Highly visible and purposeful leadership.
- Staff actively contribute their expertise.
- Embed the Stronger Performance, Stronger Teams Prisons Performance Framework.
- Fulfil training and development requirements.
- Develop a Digital Strategy to drive business system improvements.
- Deliver high-quality leadership programs.
- Embed victim-informed practice across DCS.

**How will we measure success?**

- Mandatory training completion rates are exceptional.
- Improved service performance.
- DCS has a voice from all business and operational teams.
- Increased diversity across DCS.
- Prisons are achieving against the performance framework.

### Innovation and Contemporary Practice

**Our Focus:** We will think creatively and learn from best practice to ensure that DCS delivers world class correctional services.

**How will we achieve our priorities?**

- Implement ISAFE.
- Evaluate and improve DCS policies and programs.
- Continue collaboration with DCS' expert partners.
- Implement a new end-to-end case management model.
- Participate in the global community of practice for corrections.
- Further develop alternatives to remand.

**How will we measure success?**

- ISAFE delivers information to the right people at the right time.
- DCS programs are evidence-based.
- Partners are engaged and provide input into new initiatives.
- More Smart Justice policy and design initiatives are developed.
- People under DCS supervision experience a seamless case management service.
- Fewer people are on remand in SA.

### Safe at Work

**Our Focus:** We will continue to prioritise the safety of staff, our partners, people under DCS supervision.

**How will we achieve our priorities?**

- Develop a highly visible and purposeful Workplace Health and Safety strategy.
- Physical, psychological and cultural safety is everyone's responsibility.
- Develop an Aboriginal cultural safety framework.
- Invest in DCS' Workplace Equality and Respect Program.
- Implement new initiatives that support staff wellbeing and resilience.

**How will we measure success?**

- Staff have the confidence to address safety issues, including inappropriate behaviours.
- All people who work for, or in partnership with, DCS feel safe and respected.
- Staff display professional behaviour.

**We uphold the public sector values and are committed to making a difference for South Australians.**