

JOB AND PERSON SPECIFICATION

Title of Position: Graduate Officer Classification: ASO2 Location: Various Reports To: Direct Line Manager	CORRECTIONAL SERVICES Position No: Various Division: Various
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JOB AND PERSON SPECIFICATION APPROVAL

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Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Graduate Officer (various disciplines) provides assistance to a range of projects and operational activities within Department for Correctional Services. The Graduate Officer will undertake workplace and professional development activities preparing them for a career within the Public Sector. Graduate Officers will gain experience across a broad range of Department for Correctional Services responsibilities.

KEY STAKEHOLDER INTERACTION

Internal: Line Manager (various)

External: The Graduate Officer will build professional networks by liaising across government agencies. Graduate Officer may liaise with private sector providers and external customers.

AGENCY PROFILE

The Department for Correctional Services (DCS) employs approximately 2,000 staff and has responsibility for nine prisons and fifteen Community Correctional offices across the state. Our vision is for a safer community by protecting the public and reducing re-offending. We work towards this through the contribution of staff who are employed in a wide variety of fields, from correctional officers and teachers, to social workers, psychologists and supervisors of court orders. Their commitment ensures we deliver quality services to prisoners, offenders and victims of crime. We strongly promote diversity and equity in our workforce, which directly contributes to greater effectiveness and better outcomes. In a supportive and collaborative environment, you will encounter interesting professional challenges and you will work alongside dedicated and passionate people who help to turn around the lives of offenders and rebuild lives affected by crime.

SPECIAL CONDITIONS

- Section 47 of the Public Sector Act 2009 applies in conjunction with other provisions of the act and other applicable industrial entitlements.
- The incumbent is required to satisfactorily complete a National Criminal History Check.
- A current South Australian Driver's Licence is essential.
- A flexible approach to working hours is required.
- Some interstate and intrastate travel will be required which may necessitate overnight absences.

HIGHLIGHTED EMPLOYMENT CONDITIONS

A requirement to understand, observe, conform and adhere to:

- Legislative requirements that apply to the role. This includes, but is not limited to, the Public Sector Act; Correctional Services Act, Work Health & Safety Act, Return to Work Act, Equal Opportunity Act, Independent Commissioner Against Corruption Act, the State Records Act, and various relevant industrial awards and enterprise agreements. The Public Sector Principles and Practices including the

SA Public Sector Code of Ethics, the Professional Conduct Standards, the Commissioner's Determinations and Guidelines, Information Privacy Principles, Information Sharing Guidelines, DCS Human Resource policies and guidelines and DCS Core Values.

- DCS employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- Work health and safety and injury management requirements as set out in relevant legislation, Public Sector and DCS policies and procedures, including complying with any reasonable instruction associated with these documents.

KEY AREAS OF ACCOUNTABILITY

- Assist in multi-disciplinary projects or other activities specific to the business area.
- Assist with the delivery of projects, services and solutions within agreed timeframes, adding value by exercising initiative and judgement.
- Provide written and verbal information and assistance to other staff within the business area.
- Develop and maintain a knowledge base of the activities performed within the business area.
- Take responsibility for one or more administrative activities within the relevant business area.
- Comprehend and utilise acquired information to generate options and recommendations which are soundly based on research and appropriate consultation for review by senior officers.
- Participate in teams across Department for Correctional Services and establish collaborative working relationships with other staff.
- Work independently and take direction from line manager.
- Actively participate in professional development activities.
- Responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others.
- Responsible for early notification and reporting of workplace hazards, incidents and injuries.

QUALIFICATIONS

Essential: Minimum three-year university qualification in Criminology, Behavioural / Psychological Science, Law, Human Resources, Business, Commerce, Finance, Accounting, Data Analytics, Data Warehousing/Architecture, Computer Science and Software Engineering, Data Science and Cyber Security, Aboriginal Studies, Project Management, Occupational Health and Safety, Procurement and Contract Management, completed within the last 3 years, with a sound academic record.

PERSONAL CRITERIA

Essential Criteria

- Ability to identify and analyse problems, exercise sound judgement and formulate clear and effective solutions.
- Ability to work autonomously and take direction.
- Organisational and time management skills.
- Research skills and interpret regulations, guidelines and/or instructions.
- Ability to communicate effectively both in writing and verbally to all levels of staff.
- Ability to exercise initiative.
- Ability to work as a member of a team and contribute to a spirit of team cooperation.
- Ability to use Microsoft Office suite of products, in particular Excel and Word.

Desirable Criteria

- General knowledge of personnel management principles under the Public Sector Act, Work Health & Safety Act, and the Equal Opportunity Act.
- General knowledge of DCS organisational structure and the South Australian Justice system.
- Knowledge of Department for Correctional Services functions and activities.