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.

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Submitting your Application

Your written application should include:

- A cover letter quoting the vacancy number.
- 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 are requested to address only the following criteria in their application:**

Ability to provide an effective case management service utilising cultural knowledge and experience.
Demonstrated high level of oral and written communication skills, including high-level report writing.
Demonstrated ability to work effectively with difficult and aggressive clients.
Ability to organise work and priorities to meet deadlines under limited supervision and maintain confidentiality.
Proven ability and experience in working with clients from a diverse range of cultural backgrounds.

- Your response to each key selection criteria should not exceed one page in length.
- Please note: applicants that do not address the selection criteria may be disadvantaged during the shortlisting process.
- Applicants should include the name, address and contact numbers 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 of African heritage, 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.

Our Priorities	Reducing Recidivism	Community and Reintegration	Closing The Gap	Future Focused	Safe at Work
How will we achieve our priorities?	• Deliver industry-aligned vocational training, to support the State's workforce needs. • Provide high-quality, outcomes-based education that enables learning continuity. • Deliver services that are tailored to the unique and complex needs of DCS' priority cohorts. • Maximise rehabilitation outcomes by delivering evidence-based criminogenic programs.	• Leverage the success of DCS' experience delivering alternatives to custody to develop new, innovative models. • Strengthen discharge and reintegration pathways so people can successfully transition from custody to the community. • Improve remand outcomes by strengthening pathways to bail and community-based alternatives. • Amplify best practice and service innovation in Community Corrections.	• Contribute to Closing the Gap targets by implementing culturally specific strategies. • Engage with the South Australian Voice to Parliament and other Aboriginal leaders. • Embed co-design principles when developing key initiatives. • Expand the scale and geographical reach of culturally appropriate services.	• Integrate digital and technology innovation to increase efficiencies and improve service delivery outcomes. • Utilise research, data and international best practice to produce long-term insights about DCS' cohorts and programs. • Leverage our strategic partnerships across government and community organisations to achieve shared outcomes. • Invest in contemporary, therapeutic infrastructure that meets the needs of our cohort and delivers the required capacity. • Centre the voices of staff, victims and people with lived experiences in service design and delivery.	• Expand our multidisciplinary, culturally competent workforce that reflects the cultural diversity of DCS' cohort. • Continue to improve physical, environmental, psychological and cultural safety of people working and in contact with DCS. • Take affirmative action towards anti-racism by removing barriers that are harmful to people from diverse backgrounds. • Invest in our people and performance through staff development and leadership capability.
What does success look like?	• Reduce recidivism 30 percent by 2030. • People leaving custody have industry-ready skills and access to employment. • Our rehabilitation, education and training programs are shown to reduce recidivism.	• More ATC places are available and occupied for people who can be safely managed in the community. • More people successfully complete or sustain community-based orders for longer periods. • Fewer people on remand.	• Fewer Aboriginal people are in custody. • Stronger partnerships with and increased investment in Aboriginal-led organisations. • Aboriginal people in contact with DCS have increased access to culturally informed rehabilitation and support, regardless of their location.	• DCS is recognised as a leader by the global corrections community. • DCS research and evaluation agenda is clearly defined, and leverages partnerships with universities and research institutes. • DCS facilities meet capacity requirements, safety standards and are within their economic life. • DCS transitions from legacy IT systems to contemporary digital infrastructure.	• Our built environments and initiatives support safety, health and wellbeing outcomes for staff and people in contact with DCS. • DCS' wellbeing programs are industry-specific and meet the needs of frontline staff. • DCS' workforce is diverse, inclusive and culturally competent. • DCS achieves a target of 10% Aboriginal employees.

Department for Correctional Services

STRATEGIC PLAN 2026 2030

To reduce reoffending and strengthen South Australia's community safety through healthy environments, rehabilitation support and reintegration pathways.

Government of South Australia
Department for Correctional Services