



Directorate: Justice and Community Safety	Position Number: <b>TBA</b>
Division: Office of the ACT Inspector of Correctional Services	Classification: ASO6
Hours: 0.4 FTE (2 days per week)	Location: Canberra
Position Title: Research and Inspection Officer	Last Reviewed: Oct 2018

## ORGANISATION OVERVIEW

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The Office of the ACT Inspector of Correctional Services (OICS) was established in 2017 by the *Inspector of Correctional Services Act 2017* (the Act) to provide independent oversight of ACT Correctional Centres and services and youth justice facilities focusing on continual improvement and prevention of ill-treatment. The ACT OICS provides this oversight through conducting reviews of ACT correctional centres and services, and reviewing critical incidents. By November 2019, the mandate of the OICS will expand to cover ACT youth justice facilities.

The OICS consists of the Inspector of Correctional Services (a part time statutory office holder role), a Deputy Inspector of Correctional Services (currently 0.8FTE), and an administrative officer (0.5FTE). The OICS work from a small office co-located at the ACT Human Rights Commission.

The Inspectorate sits within the Justice and Community Safety Directorate for administrative purposes only.

## DUTIES / RESPONSIBILITIES

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To assist in fulfilling obligations under the Act, the OICS requires a part time Research and Inspection Officer to provide assistance and support to the OICS to meet the objectives of the Act. Specifically, these include:

1. Undertaking comprehensive research, analysis and reporting including:
  - Identifying issues, trends and best practice in correctional and youth justice services;
  - Developing and managing information databases for statistics and information, including entering and collating information to facilitate analysis and decision-making;
  - Identifying trends and issues in relation to ACT correctional centres and services and youth justice facilities and presenting findings and recommendations to the Inspector and Deputy Inspector;
  - Supporting the inspection functions of the OICS, including visiting correctional centres to examine and review, view documents, and talk to detainees, staff and other stakeholders;
  - Researching, analysing and reporting on ad hoc project topics as required.
2. Assisting with drafting and reviewing OICS reports on examination and reviews of correctional centres and services and other matters.
3. Assisting with developing and maintaining the OICS inspection standards and inspection framework and assist in developing, maintaining and updating inspection tools including surveys, aid memoires, inspection team briefing packages and other material as required.

4. Preparing, designing, coordinating and quality assuring general OICS correspondence or submissions.
5. Developing and maintaining registers of information relating to inspections and systemic improvements.
6. Coordinating and liaising with stakeholders and undertaking other duties and responsibilities as required.

## SELECTION CRITERIA

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1. An understanding of and ability to interpret and apply relevant legal frameworks as they apply to closed environments in the ACT for example, the *Inspector of Correctional Services Act 2017* (ACT), the *Human Rights Act 2004* (ACT), and the *Corrections Management Act 2007* (ACT).
2. An understanding of closed environments at an operational level including sensitivity to the perspective of and needs of particular groups in closed environments including Aboriginal and Torres Strait Islanders, women, persons with a disability, children and young people, Lesbian Gay Bisexual Transgender and Intersex (LGBTI) and others.
3. Demonstrated high-level research skills with the capacity to produce high standard analysis and formulate sound recommendations addressing complex and/or sensitive issues.
4. Demonstrated high level written and oral communication skills, including the ability to communicate complex issues clearly and concisely, produce high quality written reports, and the ability to engage with and/or build and maintain effective relationships with a range of stakeholders including persons deprived of their liberty.
5. Demonstrated ability and experience with a range of Microsoft products and databases including experience in accurately collecting, organising, retrieving and reporting statistical information.
6. Demonstrated ability to work independently with very good organisational and time management skills.