



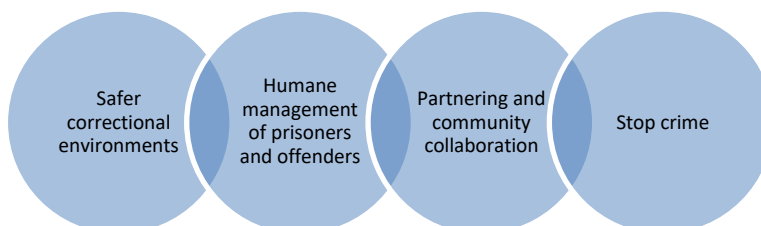
Sentence Planning Adviser

Position details			
Command	Specialist Operations	Location	Brisbane CBD, Townsville
Classification	AO3	Salary per fortnight	\$2,727.20 to \$3,026.20
Type of vacancies	Fixed term temporary 6 months with the possibility of extension	Salary per annum	\$71,150 to \$78,951 p.a.
Reports to	Statewide Manager, Lawful Detention Unit	No. direct reports	Nil
Contact name	Jathan Fischer	Contact position title	Statewide Manager
Telephone	3565 7946	Closing date	Tuesday, 31 st December 2024
Job Ad Ref	QLD/553517/24		

About Queensland Corrective Services

Who we are

At Queensland Corrective Services we strongly believe in the need to work with people that value the goals of our organisation and who will thrive in our workplace. Our strategic objectives are:



Our vision

To enhance the safety of Queenslanders through modern, sustainable and evidence-based corrective services to maximise rehabilitation and reduce recidivism.

Our purpose

To provide safe, modern, and responsive correctional services which rehabilitate prisoners and offenders and prevent crime making Queensland safer.

Our values

The following values underpin behaviours that will support, transform and enable better ways of working.

Professionalism: We are a responsive criminal justice agency providing the highest standards of service delivery through diligence, efficiency, collaboration, sharing of knowledge and supporting our co-workers, stakeholders, the community, prisoners and offenders.

Integrity: We inspire trust by acting ethically at all times, acting with honesty and truthfulness and treating prisoners and offenders with dignity and respect.

Accountability: We are publicly accountable for the provision of community safety through our actions and preparedness to justify our decisions.

Innovation: We seek to continually improve through innovation, evidence-based best practice and research to improve correctional services.

Our people

Capable and professional people delivering responsive services; our greatest strength is the diversity, talent and dedication of our people and our commitment to supporting them.

Our organisational structure

Queensland Corrective Services is comprised of four divisions and the Office of the Commissioner:

- Custodial Operations
- Community Corrections and Specialist Operations
- Organisational Capability
- Workforce Culture, Integrity and Capability

Our Queensland Corrective Services organisational structure can be viewed [here](#).

About the Command

Specialist Operations (SO) has whole of Agency responsibility for oversight of identified offender groups, including high risk offenders, and for the provision of specialist services to offenders, staff and stakeholders. There are four branches in the group. These include Intelligence & Investigation Branch, Offender Rehabilitation and Management Services, Victims Register and Sentence Management Services.

Sentence Management Services (SMS) is responsible for: managing capacity utilisation and prisoner movement; managing prisoner parole functions; prisoner sentence planning; and making decisions regarding prisoner security classification and placement. Sentence Management in centres has a critical role in ensuring the safety of the community, staff and prisoners as well as enabling prisoner's to be in the right place at the right time both to access rehabilitation activities and reintegration support as well as for providing safe custodial environments.

SMS is also responsible for ensuring the lawful detention of prisoners, through providing services for sentence administration. Sentence administration is a structured legislated process through which QCS interprets and applies outcomes determined by the orders of the Court and the applicable legislation to accurately calculate the sentence of a prisoner and ensure their lawful detention and release.

About the Role

A Sentence Planning Adviser will contribute to the day to day operations of Sentence Management Services performing sentence management functions either in a correctional centre or within a HUB environment at designated locations. This role will have the primary responsibility of undertaking timely and accurate assessment of prisoners entering the correctional system and checking for their lawful detention and supervision. The role will also monitor and action administrative tasks in accordance with practices and procedures to ensure that an efficient and effective service is provided.

In this role you will:

- Maintain offender records utilising electronic and physical file recording and management systems in accordance with departmental procedure and privacy requirements;
- Monitor and action diary and calendar systems relevant to prisoner discharges, releases, court movements, reviews and paroles;
- Ensure the appropriate recording and documenting of all information collected during sentence administration and management processes;
- Action all sentencing authority and police documentation as directed;
- Complete pre-sentence custody certificates in accordance with legislative requirements and prepare documentation and correspondence in respect to court matters;
- Accurately calculate a prisoner's sentence to ensure lawful detention, release and supervision of prisoners;
- Perform required activities to enact prisoner discharge and release;
- Conduct assessments for classification and placement of prisoners including preparation of decision-making records;
- Engage with prisoner including at prisoner inductions, when responding to prisoner enquiries both verbally and in writing, to deliver and explain correspondence including sentence calculations, parole board documentation and immigration matters;
- Ensure timely delivery of sentence management tasks that facilitate the requirements of a prisoner court appearance;
- Perform administrative tasks as directed across the broad functions required within Sentence Management Services; and
- Liaise with internal and external stakeholders as necessary in the performance of duties.

Role Fit

Within the context of the role responsibilities described above under “About the role”, the ideal applicant will be someone who can competitively demonstrate their knowledge, skills and experiences and their suitability against the [Leadership competencies for Queensland \(Individual Contributor\)](#): Vision, Results and Accountability in the context of the essential requirements for this role:

The essential requirements for this role are:

- An understanding of the criminal justice system or similar legislated work environment or alternatively demonstrated workplace experience that would evidence your ability to rapidly acquire this knowledge is highly desirable;
- Strong written and oral communication skills and an attention to detail in this regard;
- Problem solving skills and demonstrated ability to meet the challenges of a demanding work environment;
- Planning and organising skills to ensure tasks are completed within deadlines;
- Interpersonal and negotiation skills to support service delivery in an environment where engagement with a range of internal and external stakeholders is critical; and
- A proven skill set that will support your operating within an outcome driven environment that requires work completion autonomously and as part of a team.

Qualifications, professional registration, conditions and other requirements

- Nil

How to apply

To be considered for this role, please provide the following information to the selection panel for assessment of your suitability:

- A **cover letter** (1-2 pages maximum) outlining how your knowledge, skills and experiences make you a competitive candidate against the [Leadership competencies for Queensland \(Individual Contributor\)](#): Vision, Results and Accountability within the context of the essential requirements ‘role fit’ and responsibilities described under ‘about the role’.
- Your **current curriculum vitae/resume**, including two referees who can attest to your performance and conduct in the workplace. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.

People from diverse backgrounds including non-English speaking backgrounds, people with a disability, women, Aboriginal people and Torres Strait Islander people are encouraged to apply.

Applying online through the Smart Jobs and Careers website www.smartjobs.qld.gov.au is the preferred means to submit an application. To do this, access the ‘apply online’ facility on the Smart jobs and careers website. You will need to create a ‘My SmartJob’ account before submitting your online application.

By applying online you can track your application through the process, maintain your personal details through registration and withdraw your application if required.

If you experience any technical difficulties when accessing www.smartjobs.qld.gov.au please contact 13 QGOV (13 74 68). All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.

If you do not have internet access and are unable to submit your application online please contact the QSS Customer Support Team on 1300 146 370, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.

Late applications cannot be submitted via the Smart jobs and careers website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the QSS Customer Support Team on the number above to arrange this.

Hand delivered applications will not be accepted.

Additional Information

- Applicants are encouraged to read the *Queensland Corrective Services Applicant Information Guide* contained within the role advertisement. This Guide includes information on employee benefits, employment screening, applying for the role, the selection process and other additional information.
- The role description provides the minimum requirements for the role. The incumbent may be required to undertake other duties as required. There may be instances where the incumbent will be required to work hours outside the normal work hours.
- A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicle.
- Where a subsequent or recurring vacancy arises, either from the same centre/location or different centre/location from the advertised position, the vacancy may be filled from the order of merit used to fill the original position. Applications will remain current for up to 12 months after the closing date.