



Youth justice custodial practice manual

Secure Services

(<http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual>)

If you print and store this document, you may be looking at an outdated version and this may impact on your duty of care. Always check the latest version in the Youth justice custodial practice manual on the DHS intranet before taking action under this procedure. Please make sure the printed procedures are kept securely.

Youth Justice Custodial Services Practice Manual (<http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual>) > Human resources and business services (<http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/human-resources-and-business-services>) > Professional development (<http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/human-resources-and-business-services/professional-development>) > Recruitment (<http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/human-resources-and-business-services/professional-development/recruitment>)

Recruitment

- Secure Services is committed to recruiting and retaining employees who are able to provide quality services and a safe environment to vulnerable young people and uphold the department's organisational values.
 - All staff are subject to safety screening which includes both Police Checks and Working with Children Checks.
-

When to use this procedure

- When recruiting or applying for positions within Secure Services.
-

What else you need to know

Make sure you have read and understood the following procedures:

- [Training and induction](http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/human-resources-and-business-services/professional-development/training-and-induction)
-

Staff responsibilities

Find your role below to see what your responsibilities are:

- All staff

- [Human Resources](#)
 - [Unit Manager](#)
-

All staff

When applying for a position

- Read the position description.
- Submit an application for the position, including a cover letter and current resume.
- List details of two current referees on your application. These may be supervisors, coordinators or managers who can comment on your work practices.
- A Police Check must be undertaken if you are new to the department or if you have been away from the department for longer than six months.
- A copy of your Working With Children Check (WWCC) card must be produced. If a WWCC is pending you can supply a copy of the application receipt to the Secure Services Human Resources Consultant.
- Contact the Human Resources unit if you have any questions about the recruitment process.

When your WWCC needs to be renewed

- Your Working With Children Check card must be renewed every five years.
- When you receive a new card, provide a copy to your line manager or Secure Services Human Resources Consultant.

If there is any change to the details on your Working With Children Check

- Notify the Department of Justice WWCC Unit of any changes to your circumstances such as change of address.
 - Notify your line manager if you have been charged by the police with anything.
-

Human Resources

At all times

- Ensure all Secure Services staff comply with the safety screening procedures.
- Process police checks via the CrimTrac system.

When staff require assistance with recruitment practices or processes

- Provide information and advice to staff about recruitment practices and processes.
- Manage advertising requests.
- When available, be part of selection panels.

- Manage safety-screening requirements.
 - Manage applicant on-boarding processes.
 - Retain all recruitment and selection documentation on relevant recruitment files.
 - Keep abreast of relevant legislation and Acts.
-

Unit Manager

When filling a vacancy

- Contact Human Resources for advice and assistance with recruitment and selection practices and processes.
 - Advise staff of recruitment opportunities.
 - Be prepared to act as a referee for staff.
-
-

The procedure in detail

- Background
 - Proof of identity
 - National Police Check
 - Working With Children Check
 - International Police Checks
 - Recruitment processes
 - Higher duties
 - Providing references for other staff
-

Background

Secure Services is committed to recruiting and retaining the best employees.

Our recruitment processes integrate safety-screening tasks and are designed to ensure the department selects people who are able to provide quality services and a safe environment to vulnerable young people while upholding the department's organisational values.

Proof of identity

Applicants for positions in Secure Services are required to provide proof of identity documents as part of their application process.

For all staff, any changes, such as a name change by deed poll or at marriage must be reported to Secure Services Human Resources Consultant.

National Police Check

The Department of Human Services requires all competitive applicants for positions undergo a national criminal history check.

Secure Services Human Resources is responsible for processing all applicant Police Checks.

Applicants who are working in another part of the department or for another government agency and who are applying for positions within Secure Services are also required to undergo a national criminal history check.

You must tell your manager if you are charged with a criminal offence punishable by imprisonment or, if found guilty, could be seen to affect your ability to meet the requirements of the work you are engaged to perform.

International Police Checks

If you have lived overseas for 12 months or more in the last ten years, you will need to apply for and submit the results of a new international police check as part of your application.

Visas

If you are not an Australian citizen, you need to have a valid working visa in order to work for the department.

A copy of the visa and passport must be submitted as part of the proof of identity process.

As the visa has an expiry date, non-citizens can only engage in casual, temporary or fixed term roles that do not extend beyond the expiry date.

People previously employed by DHS

A new Police Check will be required where an employee previously worked for the Department of Human Services, but has been away from the department for longer than six months.

Working With Children Check

The Working With Children Check (WWCC) is a system of continuous monitoring introduced to help protect children under 18 years of age from physical or sexual harm.

It is a mandatory check that departmental staff must pass if they are to undertake child-related work.

All youth justice custodial staff must have a current Working With Children Check (WWCC) card.

The only exceptions to this are those in possession of a current Victorian Institute of Teaching card or if the staff member is a current, sworn member of Victoria Police.

The check can take three to eight weeks for the Department of Justice to process. The process may take longer depending on the outcome of the check.

Validity of a WWCC check

The WWCC is valid for five years.

If you already have an employee WWCC card when you join the department, you must inform the WWCC Unit at the Department of Justice within 21 days of commencing that you have changed your employer details.

Listed work address

All directly employed staff in possession of a valid WWCC must nominate the following address as their employer address, **irrespective of their physical work location**:

Department of Human Services
Recruitment Assurance, P & C Branch
GPO Box 4057
Melbourne VIC 3001
Telephone: 03 9096 5715

All copies of receipts or current cards need to be sent to the relevant member of the Secure Services Human Resources team.

You can update your employer details using one of the following processes:

- using the Department of Justice's online services
- by post using the Department of Justice's Change of Details form.
- by calling the WWCC Information Line on 1300 652 879.

Victorian Institute of Teaching (VIT)

If you have a valid VIT card, you do not require a WWCC.

VIT cards are valid for one year and have a expiry date of 30 September.

If you have a VIT card, please show it to your manager and provide a clear, legible copy to the Secure Services Human Resources team.

Recruitment processes

In Secure Services, transparent and robust recruitment and selection processes apply.

Below is a snapshot of some of the main steps that occur as part of the recruitment and selection process.

Application

When positions are advertised, applicants are required to submit an application.

Applications should comprise of a cover letter and resume, and should be submitted online if possible.

Short-listing

A selection panel will assess all information that applicants provide to determine whether they will be short-listed for interview, initially focusing on knowledge and skills, specialist expertise and desirable or mandatory qualifications.

If applicants are short-listed, they will be invited to attend an interview.

Applicants who are not short-listed will be notified in writing.

Interview

A panel will generally be comprised of three people of mixed gender.

The panel will generally ask questions related to the key selection criteria detailed in the position description. Often behavioural style questions will also be used.

Where further assessment is required, a second interview may also be undertaken.

Psychometric testing

Shortlisted applicants may be required to participate in psychometric testing.

Psychometric testing is a useful tool to measure an applicant's relevant strengths and weaknesses, and can provide information about a range of attributes, traits and abilities such as work style preferences, personality type, emotional intelligence, leadership, organisational fit, motivation and other important traits.

This information helps to more accurately assess an applicant's suitability for employment.

Pre-employment medical or fitness assessment

Applicants may be required to undertake a pre-employment medical or fitness assessment before commencing employment.

Integral to the recruitment and selection process of an employee is ensuring a good match between the demands of the job and the capacity of the applicant.

In a pre-employment medical or fitness assessment, the capacity of the applicant to safely, independently and productively perform the inherent requirements of the role is assessed by a qualified practitioner.

Safety screening

Police Checks and Working with Children Checks are mandatory screening processes used to help assess suitability for the role.

Referee checks

Referee checks are a vital part of the recruitment safety screening process. They are also used to help assess an applicant's suitability for the role.

Reference checks are conducted on competitive applicants only.

All applicants applying for a position must supply two professional referees who are current supervisors or managers who have worked closely with the applicant and have the knowledge to comment on the applicant's recent work performance.

If you have been asked to give a referee for an applicant you have supervised or managed you must provide true, accurate and fair information.

You must not provide any information that may leave a misleading impression about the candidate.

Higher duties

There are situations where it may not be appropriate to fill a vacant position in an ongoing capacity.

These may be situations where coverage is required for annual leave or sick leave.

In these instances it is appropriate to appoint a staff member to act at the higher duties level.

Departmental policy states that there is no requirement to advertise a position of less than six months duration.

Ongoing positions or acting positions longer than six months must be advertised on Job Opportunities as a minimum and applicants must go through a merit-based process.

Providing references for other staff

Occasionally staff may be asked to provide a character reference or supporting statement for another employee.

Staff are under no obligation to provide character references or supporting statements of this nature.

You should be aware that if you choose to do so you may be:

- required to justify and provide evidence to support any opinion or statement given
 - called upon to give your statement at an independent tribunal or court on any information provided by you
 - held personally liable for any deliberately false statements made.
-
-

Additional Information

- Information for applicants applying for a position in Secure Services
(<http://www.dhs.vic.gov.au/about-the-department/our-organisation/careers/applying-for-a-job/information-for-applicants>)
 - Working with Children Check (<http://www.workingwithchildren.vic.gov.au/>)
-

Last updated: 16/12/2014

© State Government of Victoria 2015

Authorised by: Ian Lanyon, Director Secure Services

Web Page Address: <http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/recruitment>

Privacy Statement: <http://www.dhs.vic.gov.au/privacy-statement>

Disclaimer Notice: <http://www.dhs.vic.gov.au/disclaimer-notice>

Copyright Notice: <http://www.dhs.vic.gov.au/copyright-notice>