Careers at Corrections

Mahi that matters

Check out our careers website: https://careers.corrections.govt.nz

Our careers website contains information about the benefits of working at Corrections as well as role profiles, job descriptions and frequently asked questions about some of our many frontline roles. It also includes a full job listing for all of the current frontline and National Office vacancies.

Our values

Manaaki Kaitiaki Wairua Whānau Rangatira (Respect) (Guardianship) (Relationships) (Spirituality) (Leadership) We care for and We are responsive We demonstrate leadership We are unified and and are accountable focused in our efforts



- Constructive
- Empathetic
- Honest
- Human centred
- Inclusive
- Non-Judgemental
- Nurturing

- Positive
- Promotes autonomy
- Respectful
- Safe
- Supportive
- Warm
- Accepting

Manaaki (Respect)

We care for and respect everyone



- Cautious
- Engaging
- Honest
- Non-judgemental
- Proactive
- Promotes autonomy
- Inclusive

- Resilient
- Respectful
- Safe
- Sensible
- Supportive
- Trustworthy
- Protective



We are responsive and responsible



- Coaching
- Collaborative
- Connects
- Empathetic
- Engaging
- Honest
- Inclusive
- Positive

- Respectful
- Supportive
- Trustworthy
- Warm
- Whanaungatanga
- Open
- Balanced
- Nurturing

Whānau

(Relationships)

We develop supportive relationships



- Curious
- Driven
- Engaging
- Future focused
- Honest
- Motivated
- Optimistic
- Pragmatic
- Rational
- Resilient

- Trustworthy
- Accountable
- Ethical
- Supportive
- Coaching
- Transparent
- Logical
- Consistent
- Mana
- Sensible

Rangatira (Leadership)

We demonstrate leadership and are accountable



- Supportive
- Collaborative
- Connects
- Empathetic
- Driven
- Engaging
- Future Focused
- Motivated

- Optimistic
- Proactive
- Resilient
- Listen
- Human centred
- Inclusive
- Engaging
- Unity

Wairua (Spirituality)

We are unified and focused in our efforts



Soft Skills

Attention to detail
Good communication skills
Availability 7 days per week/365
Reliable
Honest
Able to follow instructions
Able to receive feedback
Responsible
Willingness to learn
Safety Awareness
Situational Awareness

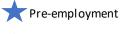
Teamwork & work independently
Non-judgmental
Empathetic & Patient
Able to follow processes and policies
Show Cultural Sensitivity

Show initiative
Relationship building skills – int & ext
Able to work unsupervised
Strong communication skills
Problem solving skills / able to adapt
Leadership skills / role model
Strong pride in work

Able to adapt in high pressure situations Sound decision making skills

Corrections Officer (CO)









Senior level

SCO = Senior Corrections Officer
PCO = Principal Corrections Officer
RM = Residential Manager

Technical Skills

Able to pass Drug test and MOJ check Organisational skills Good time management Computer skills Fit & Healthy Literacy & Numeracy skills Understanding & belief in Te Tiriti Full and Clean NZ Drivers License

Record keeping skills
Health & Safety conscious
Understand and adhere to confidentiality
Understand and adhere to Sector
regulations
First Aid Cert
Ability to pass fitness test and medical test
CPOD – 11 weeks of training at corrections
college

People Management and Development Computer skills Corrections officer Level 4 Certificate

Corrections Level 5 Certificate and above Completion of Corrections Leadership Pathways Understanding of Corrections policies and law

Roles

Security Guard work experience

Corrections Officer
Senior Corrections officer

Principal Corrections Officer Residential Manager Programmes Manager

Prison Director



Admin Support Officer

Soft Skills

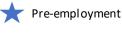
Attention to detail Good communication skills Reliable Honest Able to follow instructions Able to receive feedback Responsible Willingness to learn Compassion Able to work with people from all backgrounds

Teamwork & work independently Non-judgmental Enthusiastic / outgoing Empathetic

Show initiative Relationship building skills Able to work unsupervised Strong communication skills Problem solving skills / able to adapt Leadership skills / role model Strong pride in work

Able to adapt in high pressure situations Sound decision making skills





Mid level



Senior level

Team Administrator **PA** = Personal Assistant **EA** = Executive Assistant

Technical Skills

Able to pass Drug test and MOJ check Organisational skills Good time management Strong Computer literacy Literacy & Numeracy skills Understanding & belief in Te Tiriti

Planning skills Record keeping skills Understand and adhere to confidentiality Coordinated Payroll training / Invoice management **Document Management**

Ability to lead admin team Give & receive feedback safely Strong planning skills Prioritisation skills HR skills & knowledge Strong Health & Safety skills/knowledge Budgeting **Audit Compliance**

Team Manager Skills Solution focused Strategic Planning

Roles

Admin Support Officer

Receptionist Team Admin

Project Administrator Senior Team Admin **Project Coordinator**

Admin roles at Head Office Office Manager **HR Manager** Finance Officer Payroll Manager



Health Care Assistant (HCA)

Soft Skills

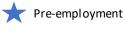
Attention to detail
Good communication skills
Availability 7 days per week/365
Reliable
Honest
Able to follow instructions
Able to receive feedback
Responsible
Willingness to learn
Compassion
Able to work with people from all backgrounds

Teamwork & work independently Non-judgmental Enthusiastic / outgoing Empathetic

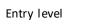
Show initiative
Relationship building skills
Able to work unsupervised
Strong communication skills
Problem solving skills / able to adapt
Leadership skills / role model
Strong pride in work

Able to adapt in high pressure situations Sound decision making skills





Midlevel



Senior level

HCA = Health Care Assistant
EN = Enrolled Nurse
RN = Registered Nurse

Technical Skills

Able to pass Drug test and MOJ check

Organisational skills

Good time management

Computer skills

Fit & Healthy

Literacy & Numeracy skills

Infection Prevention & Control Qualification (IPC)

Understanding & belief in Te Tiriti

Planning skills

Resident Care / Advocacy

Record keeping skills

Health & Safety conscious

Understand and adhere to confidentiality

Understand and adhere to Sector regulations: privacy

act; code of rights; food safety; covid IPC

First Aid Cert (2 yearly)

Level 2 Certificate in Health & Wellbeing

Ability to lead staff

Computer skills

Excellent time management skills

Budget responsibility

HCA with Level 2-3

Level 3 Certificate in Health & Wellbeing

Lead shifts

Train/mentor staff

Strategic thinking

Analytical skills

Solution focused

HR skills & knowledge/interviewing

Level 4 Certificate in Health & Wellbeing

HCA – Level 4

Rosters

Roles

Supported Work experience in Primary Health Care Team

Administration Support

officer

Health Care Assistant

Senior Administration Support Officer

Senior Healthcare

Assistant

Enrolled Nurse

Registered Nurse Assistant Health Care Manager



Probation Officer (PO)

Soft Skills

Attention to detail

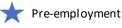
Good communication skills
Reliable
Honest
Able to follow instructions
Able to receive feedback
Responsible
Willingness to learn
Able to work with people from all backgrounds
Positive & Resilient
Team Player

Teamwork & work independently Non-judgmental Enthusiastic / outgoing Empathetic

Show initiative
Relationship building skills
Able to work unsupervised
Strong communication skills
Problem solving skills / able to adapt
Leadership skills / role model
Strong pride in work

Able to adapt in high pressure situations Sound decision making skills





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Mid level



Entry level

Senior level

PO = Probation Officer

SPO = Senior Probation Officer

SM = Service Manager

LSM = Lead Service Manager

DM = District Manager

Technical Skills

Able to pass Drug test and MOJ check Organisational skills Good time management Strong Computer literacy Literacy & Numeracy skills Understanding & belief in Te Tiriti Full and Clean NZ Drivers License Strong Problem-Solving Skills

Probation Officer

Roles

Admin Support Officer

Planning skills
Record keeping skills
Understand and adhere to confidentiality
Coordinated
Document Management
Strong ability to analyse data and situations

Senior Probation Officer Service Manager

Ability to lead admin team Give & receive feedback safely Strong planning skills Prioritisation skills HR skills & knowledge Strong Health & Safety skills Knowledge of Budgeting Audit Compliance

Lead Service Manager District Manager

Team Manager Skills Solution focused Strategic Planning



Community Work Supervisor (CWS)

Soft Skills

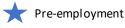
Attention to detail
Good communication skills
Reliable & Honest
Patient & Flexible
Able to follow instructions
Able to receive feedback
Responsible
Willingness to learn
Able to work with people from all
backgrounds
Positive & Resilient
Team Player

Teamwork & work independently Non-judgmental Enthusiastic / outgoing Empathetic

Show initiative
Relationship building skills
Able to work unsupervised
Strong communication skills
Problem solving skills / able to adapt
Leadership skills / role model
Strong pride in work

Able to adapt in high pressure situations Sound decision making skills





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Mid level



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Senior level

CWS = Community Work Supervisor

SCWS = Senior Community Work Supervisor

SM = Service Manager

LSM = Lead Service Manager

DM = District Manager

Technical Skills

Able to pass Drug test and MOJ check Organisational skills Good time management Strong Computer literacy Literacy & Numeracy skills Understanding & belief in Te Tiriti Strong Problem-Solving Skills Full and Clean NZ Drivers License Current First Aid Certificate

Planning skills
Record keeping skills
Understand and adhere to confidentiality
Coordinated
Document Management
Strong ability to analyse data and situations

Community Work

Supervisor

Roles

Admin Support Officer

Ability to lead admin team
Give & receive feedback safely
Strong planning skills
Prioritisation skills
HR skills & knowledge
Strong Health & Safety skills
Knowledge of Budgeting
Audit Compliance

Team Manager Skills Solution focused Strategic Planning Senior Community Work Supervisor Service Manager

Lead Service Manager District Manager

