

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



Behaviours that demonstrate our Values

- 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



Behaviours that demonstrate our Values

- Cautious
- Engaging
- Honest
- Non-judgemental
- Proactive
- Promotes autonomy
- Inclusive
- Resilient
- Respectful
- Safe
- Sensible
- Supportive
- Trustworthy
- Protective

Kaitiaki
(Guardianship)

We are responsive
and responsible



Behaviours that demonstrate our Values

- Coaching
- Collaborative
- Connects
- Empathetic
- Engaging
- Honest
- Inclusive
- Positive
- Respectful
- Supportive
- Trustworthy
- Warm
- Whanaungatanga
- Open
- Balanced
- Nurturing

Whānau (Relationships)

We develop supportive relationships



Behaviours that demonstrate our Values

- 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



Behaviours that demonstrate our Values

- 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)



- ★ Pre-employment ★ Mid Level
- ★ Entry level ★ 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



- ★ Pre-employment ★ Mid level
- ★ Entry 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



- ★ Pre-employment
- ★ Mid level
- ★ Entry level
- ★ 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



- ★ Pre-employment
- ★ Entry level
- ★ Mid 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

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

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

Roles

Admin Support Officer

Probation Officer

Senior Probation Officer
 Service Manager

Lead Service Manager
 District Manager



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



- ★ Pre-employment ★ Mid level
- ★ Entry level ★ 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

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

Roles

Admin Support Officer

Community Work Supervisor

Senior Community Work Supervisor
 Service Manager

Lead Service Manager
 District Manager

