

## EXAMPLE – PROFILES, OBJECTIVES, SKILLS & ATTRIBUTES

### Defence, Security & Correctional

#### EXAMPLE 1

##### CAREER OBJECTIVE

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I am seeking a position as a Supervisor with a Correctional Services, Youth Justice or Custodial organisation where I can utilise my significant recent experience in a similar role ensuring security and the safe custody of inmates, together with my knowledge of prison routines and procedures, acknowledged initiative and sense of responsibility and fairness.

##### SKILLS & ATTRIBUTES

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- Highly experienced in prison routines and duties
- First aid and firefighting capabilities
- Knowledge of Government Acts and Regulations
- Firsthand experience in quelling a prison riot
- Skilled in the use of firearms under strict guidelines
- Quick to react , using initiative and high sense of responsibility
- Sound interpersonal attributes with flexibility and common sense
- Good communicator at all levels
- Experienced negotiator
- Accustomed to liaising with the public, contractors, welfare groups, etc.
- Supervision of prison gardens programs

#### EXAMPLE 2

##### CAREER OBJECTIVE

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I am seeking a position within the Police Service where I can utilise my previous significant experience in the Army and in the Corrections Services, together with my sense of responsibility, maturity and interpersonal leadership skills.

##### SKILLS & ATTRIBUTES

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- 15 years' experience as a Soldier and Prison Officer
- A background which demonstrates initiative, an ability to withstand physical hardship and danger and a willingness to accept responsibility
- Highly self-disciplined with a balanced outlook
- Qualified Train the Trainer
- Skilled rifle marksman, trained in the use of all automatic and revolving handguns
- Accustomed to responding to emergencies and taking effective action in a level headed and cool manner
- Able to determine when to seek assistance or advice
- Experienced in acting in accordance with established procedures and regulations
- Quick to establish rapport, with a good understanding of ethnic/cultural differences
- Some experience in youth coaching/development

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## EXAMPLE 3

### CAREER OBJECTIVE

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I am ideally seeking a position as a Security Officer with an established security organisation where I can utilise my significant experience ensuring the safe protection of personnel, plant and property, together with my knowledge of security and first aid procedures, demonstrated initiative and sense of responsibility.

### SKILLS & ATTRIBUTES

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- Highly experienced in security work including;
  - Mobile/foot patrols
  - Gate and building security
  - Escorts
  - Conducting searches
  - Supervising people in detention
  - Carrying out minor criminal investigations
- Thorough knowledge of required routines and duties
- Sound understanding of relevant government acts and regulations
- Good communicator and negotiator, experienced in conducting interviews, writing reports and maintaining registers
- Competent in developing and giving presentations
- Experienced in supervising staff
- Accustomed to liaising with the public, all levels of management, police agencies, welfare groups, etc.
- Quick to react and resolve potentially difficult situations
- High level of responsibility and initiative
- Self-motivated and able to influence others
- Versatile and adaptable
- Able to work independently and with others
- Trustworthy, reliable and conscientious
- Calm and cool headed under pressure
- Skilled in the first aid and the use of firearms and ASP tactical baton under strict guidelines
- Competent computer literacy – MS Office Word, PowerPoint, Excel and Outlook

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## EXAMPLE 4

### SKILLS & ATTRIBUTES

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- Wide knowledge of the Correctional Industry nationally and internationally
- Extensive study, publications, consulting and other government sponsored work in corrections
- Prison Official Visitor, regularly required to investigate complaints and inconsistencies including service delivery problems and recommend action
- Accustomed to developing, implanting and complying with policies, procedures and standards
- Proficient in qualitative research, interviewing, analysis and the presentation of data
- Demonstrated abilities in training, teaching, lecturing, supervision, assessment, conducting seminars and workshops
- Highly competent written communicator including book publishing, report writing, proof reading, editing and the management of the final publication process
- Experienced and articulate public speaker in university, business, government and community forums
- Strengths in general negotiations, public relations and liaison with other organisations and at all levels
- Extensive team and committee involvement
- Effective chairman of meetings, ensuring follow up action is taken and decisions reached
- Sound organisational, planning and administrative attributes
- Experienced in coordinating projects and facilities management
- High level of computer literacy
- Self-motivated, responsible, flexible and resourceful
- Strong facilitator with proficient leadership and motivational attributes
- Polite, cooperative, consistent, sensitive and helpful

## EXAMPLE 5

### SKILLS & ATTRIBUTES

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#### **Experience in monitoring services**

- Official Visitor in Victorian corrections since 2010. Involved in investigation, evaluation, interviewing, counselling, negotiating and recommending improvements at all levels
- Extensive knowledge of different prison management practices and an understanding of the need for consistency and evolving changes

#### **Ability to plan / develop / coordinate administrative and operational functions**

- Experience in coordinating projects and implementing policies
- Sound organisational planning and administrative attributes
- Competent in facilities management
- Strong computer literacy including MS Office Suite

#### **Knowledge of correctional services**

- Wide knowledge of corrections through research, teaching, consulting, prison visits, conferences, overseas study
- Official Visitor at XYZ Prison reporting to the Minister

#### **Communication and negotiation**

- Strengths in general negotiations, public relations and liaison with organisations
- Very competent written communicator
- Highly experienced and articulate public speaker in university, business, government and community forums

#### **Report preparation**

- Extensive publication record
- Highly competent in report writing, proof-reading, editing and management of the final publication process
- Proficient in qualitative research, interviewing, analysis and presentation of data