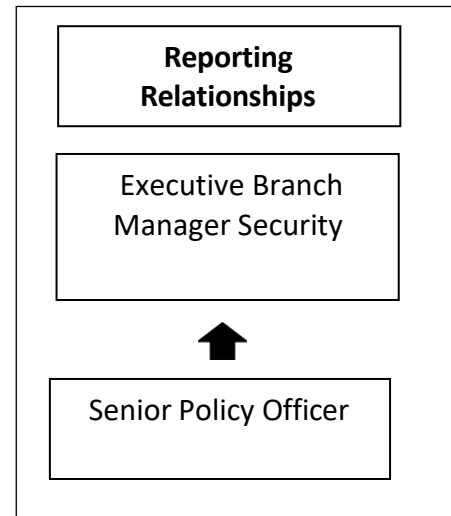




POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit/Agency	Community Safety Policy and Programs Division
Branch	Security
Position Number	35391, several
Position Title	Senior Policy Officer
Classification	Senior Officer Grade C (SOC)
Location	Canberra City
Last Reviewed	June 2025



The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviors.

DIRECTORATE OVERVIEW

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient and inclusive community.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and support a democratic society;
- Strengthens community safety;
- Protects people's legal and human rights and interests;
- Cares for and supporting people who are at a higher risk of vulnerability;
- Enhances timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Supports formal partnerships and shared decision making with First Nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.

The Directorate advises and supports the following ministerial portfolios:

- Chief Minister

- Attorney-General
- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-Time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women
- Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

DIVISION OVERVIEW

The Community Safety, Policy and Programs Division provides high level policy advice to Government on strategic initiatives related to reducing recidivism, crime prevention and Aboriginal and Torres Strait Islander peoples in the justice system, as well as community safety, corrections, policing, security and emergency management matters for the ACT Government.

BRANCH OVERVIEW

The Security Branch leads policy development, reform, and implementation on security matters, including protective security, data security, counter terrorism, countering violent extremism, and security of critical infrastructure. The Branch works closely with the Commonwealth Government to implement national security initiatives in the ACT.

POSITION OVERVIEW

The Senior Policy Officer will apply conceptual and analytical skills to a wide range of national security policy issues. The Senior Policy Officer will contribute to policy development, reform and implementation, including the drafting and coordination of assembly, cabinet, and policy documents.

The Senior Policy Officer will exercise initiative and sound judgement, possess excellent communication and decision-making skills, and the ability to develop and maintain strong working relationships across government and non-government.

WHAT YOU WILL DO

Under the limited direction of the Executive Branch Manager Security, the Senior Policy Officer will:

1. Provide advice and prepare strategic and complex submissions, papers, briefs and correspondence, with reference to local and national priorities and context.
2. Use sound judgement and critical thinking to collaboratively solve complex policy issues and address shared risks in national security.
3. Analyse Commonwealth, State and Territory jurisdiction policies, legislation and doctrine to

develop advice and align to whole-of-government policies.

4. Manage relationships with stakeholders to ensure policy development is informed by cross-government stakeholders.
5. Ensure responsiveness and timeliness in meeting deadlines and provide consistency of advice.
6. Use well-developed liaison and communication skills to negotiate, communicate, collaborate and influence stakeholders when representing the Directorate.
7. Draft and maintain high-quality project materials and documents, including action plans, communication strategies, implementation timelines, and internal reporting documents.
8. Maintain records in accordance with the *Territory Records Act 2002*.
9. This position does not involve direct supervision of staff.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated highly developed written communication skills and demonstrated ability to prepare quality submissions, briefs, reports and other correspondence on complex and sensitive issues.
2. Demonstrated ability to quickly develop an understanding of relevant local and national Government priorities and to apply analytical, conceptual and research skills to prepare policy documents.
3. Demonstrated experience in complex policy development, implementation or project management.

Behavioral Capabilities

1. Highly developed organisational skills, including the demonstrated the ability to determine and manage priorities in high pressure situations.
2. Demonstrated ability to develop and maintain strong and effective working relationships through highly developed interpersonal skills.
3. Demonstrated highly developed interpersonal and liaison skills, including the ability to use innovative communication strategies to engage with stakeholders and the wider public, in order to achieve Directorate objectives.

Compliance Requirements/Qualifications

1. This position is a Designated Security Assessed Position. Australian citizenship and a

current Negative Vetting 1 (NV1) security clearance or ability to obtain and hold an NV1 security clearance is a mandatory qualification.

2. A working knowledge and understanding of ACT Government, Ministerial, Parliamentary and machinery of Government processes is highly desirable
3. Relevant tertiary qualifications in law, social policy, international relations or national security are desirable.
4. This position does not require a pre-employment medical, or a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Policy Officer (P35391) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Never
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Never
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Occasionally
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
Frequent travel – interstate	Never