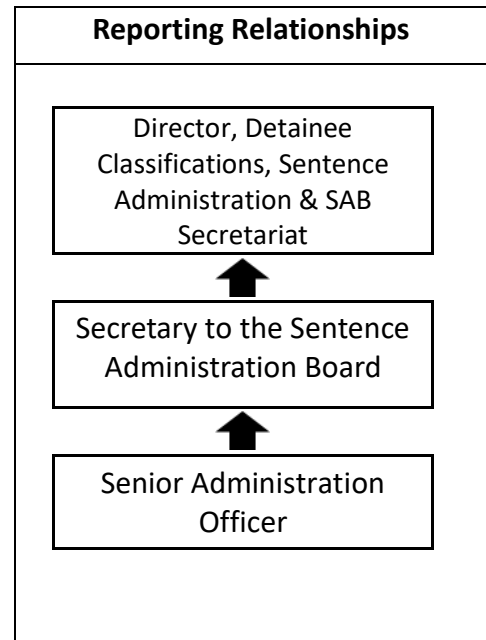




POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit	ACT Corrective Services
Branch	Operational Support
Position Number	63314
Position Title	Senior Administration Officer
Classification	Administrative Services Officer Class 6 (ASO6)
Location	2 Constitution Avenue Canberra City
Last Reviewed	June 2026



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 as demonstrate the related signature behaviours.

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

BUSINESS UNIT OVERVIEW

ACT Corrective Services (ACTCS) delivers and contributes to upholding the rule of law, the Westminster style of democratic government and the principles of fairness, equity and tolerance in the relationship between the government and our community.

Our Values: **Respect | Integrity | Collaboration | Innovation | Dignity**

Our Vision: To be recognised as a leader in the provision of effective Corrective Services which positively change lives, reduce re-offending and prevent future victims.

Our Mission: To contribute to a safer community through:

- The safe, secure, decent and humane management of offenders both in custody and the community; and
- The provision of sustainable opportunities for offenders to lead law abiding and productive lives in the community through rehabilitation and reintegration.

BRANCH OVERVIEW

Operational Support Services provides a range of support services through the delivery of the following core functions:

- **Office of the Commissioner** - provides high level support across a broad range of functions to the ACTCS Executive.
- **Policy and Risk Management** – incorporating policy management, quality assurance and risk management.
- **Program Management Office (PMO)** – incorporating program and project management services, including support to design and develop project artefacts and responsibility for reporting.
- **Sentence Administration Board (SAB) Secretariat** – provides secretariat services and serves as the professional and administrative arm, supporting the Board in fulfilling its statutory responsibilities under the Crimes (Sentence Administration) Act 2005 and the Crimes (Sentence Administration) Regulation 2006.

- **Sentence Admin Section (SAS)** - is responsible for the management of independent and robust detainee security classification processes, and the timely and accurate administration of detainee sentences, parole orders and community sentences.
- **Detainee Classification Unit** - The Detainee Classification Unit administers the classification process for all detainees at the Alexander Maconochie Centre (AMC). The Unit ensures that every detainee undergoes an initial classification and subsequent reviews in accordance

POSITION OVERVIEW

The Senior Administration Officer (ASO6) performs a key operational leadership role within the Sentence Administration Board (SAB) Secretariat, ensuring the effective coordination of case management and Secretariat processes that support the Board's decision-making functions.

The role is responsible for managing the end-to-end workflow of offender matters progressing to the SAB, including the intake, allocation, and completion of cases. The position oversees the administrative case management function undertaken by ASO4 staff and ensures that all matters are progressed in a timely, consistent, and procedurally compliant manner.

The Senior Administration Officer provides operational oversight of Secretariat activities, including monitoring the preparation and completion of Board outcomes, maintaining procedures and templates, and ensuring effective intra-office communication and coordination. The role also supports continuous improvement through process refinement and participation in operational projects.

Working under limited direction, the position acts as the central coordination point between case management, Secretariat processes, and Board readiness, ensuring a high standard of administrative support to the Board.

WHAT YOU WILL DO

Under the limited direction of the Director, Sentence Administration Board, the Senior Administration Officer will:

1. Manage the intake, creation, and allocation of offender case files, ensuring all required documentation is complete and saved correctly. Monitor and manage workloads for administrative case officers.
2. Assist in quality assuring pre- Board meeting administrative processes undertaken by case officers, including warrants, orders, and correspondence, and ensure all decisions and actions are completed through monitoring of tracking systems.
3. Oversee intra-office communication protocols, including the coordination of team meetings, the updating of procedures ensuring all staff are aware of any procedural changes and the updating of procedural and templated documents.
4. Identify and implement improvements to workflow and administrative practice, assists in projects as well as research, analysis and development of general administrative tasks to better support the Board.
5. Engage with Victim Support Services, ensuring information sharing is undertaken in line with approved protocols and legislative constraints and Liaise with stakeholders including legal

representatives, Community Corrections Officers, Courts, detainees/those subject to community-based orders and other justice agencies in relation to SAB matters.

6. As required, attend SAB meetings to either -
 - a. assist the Secretary with the efficient running of the meeting; or
 - b. to partially perform the role and functions of the Secretary to the Sentence Administration Board (SAB) as required under the *Crimes (Sentence Administration) Act 2005*, in the absence of a Secretary.
7. This position involves the administrative oversight of team workload and the 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. Highly developed administrative capability, including experience maintaining accurate records, and developing or contributing to procedural guidance and documentation.
2. Demonstrated ability to think strategically, problem solve and make sound judgements in providing solutions.
3. Experience in supervising or coordinating staff and an ability to effectively monitor and direct the workflow of a high functioning team with the ability to apply and legislative and procedural requirements in an operational environment.

Behavioural Capabilities

1. Demonstrated ability to adopt a pro-active approach, a focus on continuous improvement, enthusiasm, and positivity even in the face of obstacles.
2. Demonstrated ability to forward plan, prioritise, multitasks, meet deadlines, and knows when and how to seek advice.
3. Demonstrated strong verbal and written communication with the ability to articulate thoughts, ideas, and information clearly to others, build positive relationships with colleagues and stakeholders and promote collaborative and inclusive workplace culture.

Compliance Requirements / Qualifications

1. A knowledge of the criminal justice system and or a general understanding of the work of the Sentence Administration Board is highly desirable
2. Background checks will be conducted.
3. This position does not require a pre-employment medical.
4. This position does require a Working with Vulnerable People Check.
5. To be eligible for permanent or temporary employment within the ACT Public Service (ACTPS) you must be an Australian citizen, a permanent resident or hold a valid work visa.
6. If an officer no longer holds a visa that permits them to work in Australia, their employment with the ACT Public Service (ACTPS) will be terminated.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of the Senior Administration Officer (P63314) 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	Occasionally
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
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)	Occasionally
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	Frequently
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Frequently

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

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Occasionally
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Frequently

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never