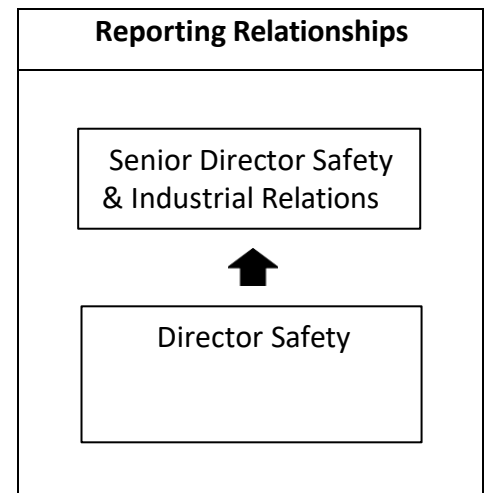




ACT
Government

Justice and Community Safety

Directorate	Justice and Community Safety
Business Unit/Agency	Corporate
Branch	People, Culture and Safety
Position Number	11102
Position Title	Director Safety
Classification	Senior Officer Grade B (SOGB)
Location	220 London Circuit CANBERRA CITY
Last Reviewed	May 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 community in the ACT.

This will be realised by working with the ACT government, key stakeholders and the community to:

- Strengthen community safety;
- Protect people's rights and interests;
- Care for and support vulnerable people;
- Enhance access to justice; and
- Build community resilience to emergency.

To achieve our vision for a safe, just and resilient community, the Directorate aims to be community-minded; human-rights focussed; inclusive and diverse; passionate about its work; and committed to making a positive difference.

The Directorate advises and supports the following ministerial portfolios:

- Chief Minister
- Attorney-General
- Minister for Gaming
- Minister for Police and Emergency Services
- Minister for Corrections
- Minister for Human Rights, and
- Special Minister of State.

BUSINESS UNIT/AGENCY OVERVIEW

The Chief Operating Officer (COO) oversees the delivery of corporate business functions through JACS Corporate. JACS corporate is a client-focused group that provides support and strategic advice to business units and partners with them to deliver on the Directorate's strategic and operational objectives.

JACS Corporate comprises:

- Communication and Engagement
- Governance and Business Improvement
- Capital Works and Infrastructure
- People, Culture and Safety
- Strategic Finance
- Chief Information Office

BRANCH OVERVIEW

The PCS Branch provides strategic leadership and operational service delivery in a diverse range of people functions across JACS, particularly those that are cross-Directorate, higher risk and/or more complex matters. This includes workforce planning and capability, workplace behaviour and conduct, training and development, analytics and reporting, policy/procedure/guidance development and implementation, industrial and employee relations, work health and safety, and injury prevention and management.

POSITION OVERVIEW

Reporting to the Senior Director, Safety and Industrial Relations, this role has primary responsibility for developing, implementing and overseeing safety strategies, programs and procedures to ensure JACS continue to create a supportive and nurturing workplace that prioritises the wellbeing and safety of our people.

The Director Safety will play a pivotal role in coaching and guiding JACS leadership teams to increase their safety knowledge through a continuous improvement approach while also providing advice and expertise on safety issues, legislative requirements and standards provided in the Directorate's WHS Management System.

The Director will be highly organised, self-motivated, proactive, and responsive to business unit needs and requirements and will show initiative and sound judgment to develop productive working relationships with a range of internal and external stakeholders.

WHAT YOU WILL DO

Duties/Responsibilities

1. Lead the implementation and management of an innovative and contemporary WHS framework and Safety Management System, including the strategies, policies, procedures and guidelines to drive continuous improvement in work practices and raise awareness of health and safety issues.
2. Provide proactive and evidence-based safety and wellbeing advice and support to Executives and managers to identify and resolve WHS issues, adopting a proactive and collaborative approach to minimise risk and promote compliance with regulatory requirements.
3. Analyse and monitor WHS data to identify accident and incident trends to ensure appropriate investigation, risk management strategies and controls are implemented to address concerns and deficiencies.
4. Evaluate the effectiveness of strategies, programs and services and make appropriate modifications to improve effectiveness of current and future initiatives.
5. Research and prepare advice on emerging (relevant) issues, risks, best practice and develop briefing reports and discussion papers to enable sound decision making.
6. Partner with business units to develop WHS tools and templates that meet due diligence requirements in the context of the risk profile and comply with relevant legislation, regulations and codes of practice.
7. As a key member of the Branch's leadership team, you will lead the WHS team, foster professionalism and ongoing development with an emphasis on quality and client-oriented service and delivery of results.
8. Develop and deliver WHS related training to enhance knowledge and skills in relation to injury prevention, management, and risk management to promote compliance with regulatory requirements and improve organisational outcomes.

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 knowledge of safe systems of work.
2. Provide high-level expertise, advice, and supervision of a team.
3. Ability to develop and maintain strong relationships to effectively influence decision-making with the ability to provide expert advice.
4. Provide high level communication skills including the ability to prepare formal correspondence, prepare reports and briefs, analyse and interpret data and other documents of a complex nature. Including but not limited to, monthly reporting on trends, risks, and improvements across a business including monitoring of cost impacts

Behavioural Capabilities

1. Demonstrated ability to communicate with influence, clarity and confidence, including providing subject matter expertise to stakeholders.
2. Adaptability and resilience to positively respond to changing business priorities and requirements.
3. Ability to operate and manage multiple and conflicting priorities that contribute to improved ways of working, engaging with and creating 'new thinking' at work.

Compliance Requirements/Qualifications

1. Highly desirable – Relevant qualifications in areas which support safe systems of work.
2. Highly desirable - Extensive relevant experience working in human resources or a specialist field of human resources.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director Safety (P11102) 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	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never

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	Occasionally
Access to Accrued Days Off (ADOs)	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	Occasionally

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	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Occasionally
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	Never
Excessive noise	Never
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	Occasionally

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment required	Never