

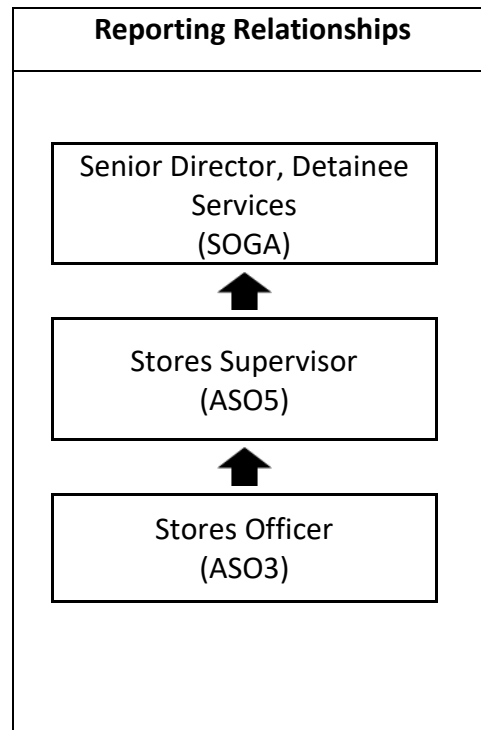


ACT
Government

Justice and Community Safety

POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit	ACT Corrective Services
Branch	Custodial Operations
Position Number	58369
Position Title	Stores Officer
Classification	Administrative Services Officer Class 3 (ASO3)
Location	Alexander Maconochie Centre
Last Reviewed	September 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/AGENCY OVERVIEW

ACT Corrective Services (ACTCS) is a part of the Justice and Community Safety Directorate, which 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

Custodial Operations is responsible for the:

- secure operations of the Alexander Maconochie Centre (AMC) and the Court Transport Unit (CTU);
- safe and humane management of detainees; and
- delivery of rehabilitative opportunities for detainees through programs, industries and education

Detainee Services has the responsibility for the service provision for Detainees within the Alexander Maconochie Centre. This unit responsible for the provision of the following business unit areas.

- Industries and Horticulture
- Aboriginal and Torres Strait Islander Services
- Education
- Chaplaincy
- Kitchen and Bakery
- Activities
- Women's and children's Services
- Library and
- Detainee Employment

POSITION OVERVIEW

The Stores Officer will be responsible for delivering a vast range of warehouse, courier and retail tasks, including operating plant and equipment, ensuring work areas safe and secure and managing stock. The Stores Officer will work within a dynamic team and will perform tasks in accordance with agreed timeframes, policies, and procedures.

The Stores Officer will also be required to supervise detainees who are undertaking warehouse, logistics and retail employment programs.

The Stores Officer will undertake frequent manual handling tasks and may be required to undertake parts of the duties outside normal business hours. The Stores Officer may also provide backfill support to the Facilities Management Unit and will undertake and complete ACTCS induction and other training when required.

WHAT YOU WILL DO

Under the general direction of the Stores Supervisor, the Stores Officer will:

1. Perform warehouse, courier, and retail tasks for all stakeholders in accordance with agreed timeframes, policies and procedures whilst contributing to, and maintaining awareness of safety and security in all daily activities.
2. Offering guidance to detainees through training, coaching, mentoring, instruction, and supervision, driving a positive workplace culture that reflects ACTCS' core values of respect, integrity, collaboration, and innovation.
3. Undertake administrative tasks as required including using computer applications to maintain records, complete reports, manage stock, complete orders, and to contribute to detainee case management in accordance with the requirements of policies, procedures, and the *Territory Records Act 2002*.
4. Operate plant and equipment such as order picking work platforms, forklifts, pallet Jacks, and utility vehicles to move packages and equipment of all types and sizes.
5. Keep work, amenities, food preparation and storage areas neat, tidy, safe, secure, and hygienic in accordance with food safety, Safety Data Sheet, and prison specific requirements.
6. Undertake other duties appropriate to this level of classification which contribute to the effective and efficient operation of the section.

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 experience working in warehousing operations, retail, transport and logistics or a similar relevant field.
2. Experience in the use of computer applications, including the Microsoft Office Suite, and the ability to quickly learn new software applications and processes.
3. Ability to work in a fast paced environment with close attention to detail and a high degree of accuracy, including the ability to double-check your work to reduce any errors.

Behavioural Capabilities

1. Demonstrated ability to manage competing priorities and multiple demands, including the expertise to deliver a prompt and reliable service to internal and external stakeholders in a busy, highly regulated environment .
2. The ability to work effectively as part of a team, and autonomously.
3. Excellent interpersonal and communication skills including the ability to be confident, calm, and use sound judgement in stressful situations.

Compliance Requirements/Qualifications

1. Background/Security clearance checks will be conducted.
2. This position requires a pre-employment medical.
3. Unrestricted Drivers licence class C is essential.
4. This position requires a Working with Vulnerable People check.
5. Current forklift licence is highly desirable.
6. Experience working within a custodial or secure environment is highly desirable.
7. Trade qualifications in one or more of the following sectors is highly desirable:
 - Warehousing Operations
 - Retail
 - Transport and Logistics
8. A high degree of physical fitness is highly desirable, as the role requires frequent manual handling and lifting.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of **Stores Officer (P58369)** 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
2-way radio use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Occasionally
Standing for long periods	Frequently
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Peaks and troughs	Occasionally
Frequent overtime	Occasionally
Rostered shift work	Occasionally

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)	Frequently
Working outdoors	Frequently

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Frequently
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

TRAVEL	FREQUENCY
Travel – multiple work sites	Occasionally
Travel – driving within local site and area	Frequently
Travel – overnight	Never

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

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Frequently