ACT Government
Justice and Community Safety

POSITION DESCRIPTION

Directorate:	Justice and Community Safety
Position Title:	Executive Branch Manager, Board of Inquiry Secretariat
Division Overview:	Board of Inquiry
Position Number:	E1294
Classification:	Executive Level 1.4
Location:	Canberra City/Ngunnawal Country

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 support 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 Aboriginal and Torres Strait Islander people.

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 focused; 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 Right
- Minister for Consumer Affairs

- Special Minister of State

Division Overview

The ACT Government is establishing a Board of Inquiry under the *Inquiries Act 1991* (the Inquiries Act) to examine systemic issues in relation to the deaths of Aboriginal and Torres Strait Islander in the Alexander Maconochie Centre. The Inquiries Act provides that the Executive may appoint one or more people to the Board of Inquiry. The Board of Inquiry must be operated in accordance with the Inquiries Act.

Under the Inquiries Act the Board of Inquiry may arrange with the head of service to use the services of a public servant to support the Board of Inquiry. A small Secretariate team is being established to support the Board of Inquiry.

The Board of Inquiry is expected to start in February 2027 with a report due to the Government by the end of August 2027. Membership of the Board of Inquiry is expected to be confirmed by the end of 2026.

A copy of the ACT Legislative Assembly Resolution to establish the Board of Inquiry is available at: https://www.hansard.act.gov.au/hansard/11th-assembly/2025/PDF/P250507.pdf. Further information on the Board of Inquiry is available at Board of Inquiry into Aboriginal and Torres Strait Islander deaths in custody in the Alexander Maconochie Centre - ACT Government.

Branch Overview

The Secretariat supports the effective administration of the Board of Inquiry by providing high-quality strategic, operational and administrative support to enable the Board to perform its functions. During the establishment phase, the Secretariat operates within the governance arrangements of the Justice and Community Safety Directorate (JACS), with accountability through project governance structures to the Deputy Director-General, Justice. Following appointment of the Board of Inquiry, operational responsibility for the Secretariat transfers to the Board in accordance with the *Inquiries Act 1991*. Once the Board of Inquiry is complete, the Secretariate will transition back into JACS to finalise the project.

Secretariat staff are employed by JACS and remain subject to JACS employment, financial and corporate management arrangements. To support the independence of the Board of Inquiry, Secretariat staff report directly to the Board on matters relating to the conduct of the Inquiry and delivery of the Board's functions. Matters requiring government action, additional resources, policy consideration or broader coordination may be escalated through JACS governance arrangements as appropriate.

The Role

The Board of Inquiry into Aboriginal and Torres Strait Islander deaths in custody at the Alexander Maconochie Centre will operate in culturally safe, and trauma-informed manner when investigating systemic issues surrounding deaths in custody. The Board of Inquiry will engage respectfully with affected Aboriginal and Torres Strait Islander people and communities.

The Executive Branch Manager, Board of Inquiry (EBM, BOI) Secretariat, role is for the Board of Inquiry into Deaths in Custody at the Alexander Maconochie Centre provides impartial and non-partisan

leadership, ensuring the Secretariat provides high-quality procedural, and administrative support to the Board. This executive role is responsible for overseeing the preparation and provision of accurate, timely, and balanced advice; ensuring all Board members have equal access to evidence, information, and correspondence; and managing resources effectively to support the Bord of Inquiry. The EBM consults appropriately with legal counsel, senior officials and relevant authorities to ensure the Board receives authoritative and robust guidance, while upholding public sector values, integrity standards, and the highest levels of professionalism.

This position works under the direction of the Chair of the Board of Inquiry.

Cultural Capability and Safety

The Directorate is committed to centering on the voices of Aboriginal and Torres Strait Islander people and being guided by their unique and valuable lived experiences.

This position has a strong focus on Aboriginal and Torres Strait Islander outcomes and requires a demonstrated understanding of historical and contemporary cultural contexts, particularly regarding the ACT Criminal Justice System and issues impacting Aboriginal and Torres Strait Islander peoples. The EBM BOI Secretariat is expected to demonstrate cultural capability, lead culturally safe engagement, and build trusted relationships with Elders, Ngunnawal Traditional Custodians, community representatives and organisations.

Primary Responsibilities

The Executive Branch Manager, Board of Inquiry Secretariat will:

- Lead and oversee complex research, policy and project work as directed by the Board of Inquiry, including the development, publication and management of public-facing materials and communications.
- Provide strategic leadership on complex legal, policy and technical matters referred by the Board of Inquiry, ensuring high-quality advice and deliverables are produced within required timeframes.
- Lead and manage the Secretariat on behalf of the Board of Inquiry, ensuring the effective delivery of strategic, operational, administrative, financial and corporate support functions necessary for the conduct of the Inquiry.
- Manage the workload and staff of a small Secretariat work unit, including the supervision, training and development of staff.
- Work closely with Board of Inquiry Members to support the delivery of the Inquiry's Terms of Reference and strategic objectives.
- Develop, foster and maintain productive relationships with stakeholders across government, the legal sector, Aboriginal and Torres Strait Islander communities, community organisations and other parties engaged with the Board of Inquiry.
- Lead planning, organising and delivering community engagement activities, such as hearings, for the Board of Inquiry to gather information about Aboriginal and Torres Strait Islander people’s knowledge, perspectives and needs.
- Exercise sound governance, financial and resource management practices to support the effective and efficient operation of the Board of Inquiry.
- Maintain records in accordance with the *Territory Records Act 2002*.
- This position involves direct supervision of staff.

Commencing 1 July 2026 all ACTPS Senior Executive Service members are required to exercise the functions of their position in accordance with the closing the gap principle Closing The Gap Cultural Capability - Home

Selection Criteria

The Selection Criteria are based on the ACTPS Executive Capabilities, which outline the professional behavioural requirements of executives in the ACTPS.
The Executive Capabilities are:

Leads and values people

- Motivates and develops people
- Values diversity and respects individuals
- Builds a culture of improving practice

Shapes strategic thinking

- Inspires a sense of purpose and direction
- Encourages innovation and engages with risk
- Thinks broadly and develops solutions

Achieve results with integrity

- Develops organisational capability to deliver results
- Manages resources wisely and with probity
- Progresses evidence-based policies and procedures
- Shows sound judgement, is responsive and ethical

Fosters collaboration

- Listens and communicates with influence
- Engages efficiently across government
- Builds and maintains key relationships

Exemplifies citizen, community and service focus

- Understands, anticipates and evaluates client needs
- Creates partnerships and co-operation
- Works to improve outcomes

Implementing the closing the gap principle.

- Understands and evaluates the needs, experiences and barriers affecting Aboriginal and Torres Strait Islander people
- Works with Aboriginal and Torres Strait Islander Peoples to inform planning, implementation, service delivery and policy settings so they are culturally safe, responsive and outcome-focused
- Facilitates, values and applies feedback from Aboriginal and Torres Strait Islander people, communities, service users, employees or partner organisations to improve access, delivery and outcomes

Criteria specific to the position are:

- This position has a strong focus on Aboriginal and Torres Strait Islander outcomes and requires a demonstrated understanding of historical and contemporary cultural contexts, specifically with respect to the ACT context. You will demonstrate cultural capability when engaging with community, Elders and Traditional Custodians and other Aboriginal and/or Torres Strait Islander people.
- The ACT Government is committed to ensuring the Board of Inquiry is culturally safe, community focused, and grounded in Aboriginal and Torres Strait perspectives. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply.