ACT Government
Justice and Community Safety

POSITION DESCRIPTION

Directorate: Justice and Community Safety

Division: Community Safety Policy and Programs

Business Unit: Public Safety and Emergency Management

Position Title: Assistant Director Crime Prevention and Policing

Position Number: P11083

Classification: Senior Officer Grade C (SOGC)

Location: Canberra City, Ngunnawal Country

Last Reviewed: 07/10/2026

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 (CSPP) includes the Public Safety and Emergency Management Branch, Security Branch, the Justice Transformation and Community Safety Branch, First Nations Justice Branch and the ACT National Firearms Register Program Management Office.

The Division collaborates across government (and nationally) to deliver strategic policy advice and deliver programs and activities to make the ACT community safer, more secure and resilient. CSPP is primarily responsible for the development and coordination of strategic advice and programs on matters of community safety that prevent crime, reduce the likelihood of reoffending, increase the security of government, community spaces and people and manage the consequences of, and recovery from events, emergencies and disasters. CSPP works closely with national security and emergency management agencies, ACT Policing, the ACT Emergency Services Agency and Corrections. It also works closely with the Legislation, Policy and Programs division of JACS in support of coordinated legislative reform and programs of common interest.

CSPP has a whole of government focus and works closely with security and emergency personnel in all directorates. CSPP also provides high level policy advice and secretariat support to several whole of Government committees that coordinate security and emergency matters across the ACT.

BUSINESS UNIT OVERVIEW

The Public Safety and Emergency Management Branch provides strategic leadership for the ACT Government's public safety, policing and emergency management systems. The Branch is responsible for the stewardship and administration of legislative, governance, policy and capability frameworks that support community safety across the Territory, including oversight of the ACT Policing Agreement, emergency management arrangements, and strategic advice to Government on policing, emergency management and community safety priorities.

The Branch oversees the ACT Government Policing Agreement and related structures, leads whole-of-government emergency management policy, preparedness and capability development, ensuring the ACT's arrangements remain contemporary, integrated and ready to support prevention, preparedness, response and recovery activities. It oversees emergency planning, exercising, lessons management, disaster resilience initiatives and Commonwealth-funded resilience programs, while working collaboratively with government agencies, emergency services, community organisations and national partners to strengthen the Territory's resilience to future risks and emergencies.

The Branch is also the ACT Government's lead coordinating area for disaster recovery policy, planning and capability. It supports whole-of-government recovery governance and arrangements, including the ACT Recovery Committee established under the ACT emergency management framework, and works across agencies to coordinate recovery planning and delivery that assists communities, businesses and government to recover from the impacts of emergencies and disasters. The Branch also delivers targeted crime prevention and community safety programs that contribute to safer, stronger and more resilient communities.

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, and demonstrate the related signature behaviours.

POSITION OVERVIEW

The Assistant Director will work with the team manager, government and community stakeholders in a fast-paced and dynamic environment to develop and implement strategic justice policy and initiatives related to public safety and improving outcomes for vulnerable people in contact with the justice system. The Assistant Director may be required to support the ACT’s response to and recovery from significant emergencies at the direction of the Executive Branch Manager.

WHAT YOU WILL DO

Under the limited direction of the Director, Crime Prevention & Policing, the Assistant Director will:

1. Assist to develop and implement evidence based strategic justice policy and initiatives that are culturally safe, restorative, gender and trauma informed.

2. Draft related policy and strategy documents, reports, submissions, briefs, and correspondence.

3. Assist to develop and manage funding arrangements for the delivery of justice programs in accordance with the relevant legislative, whole of Government and Directorate frameworks.

4. Support governance and oversight arrangements for cross-government working groups and committees, and assist with reporting on the progress of policy and programs to JACS Executives, the Minister and relevant stakeholders

5. Promote positive relationships with key stakeholders and represent the division in its dealings with other agencies.

6. 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 experience in undertaking research and analysis to assist with policy and/or justice programs and provide advice.

2. Demonstrated experience in working with and maintaining effective relationships with a wide range of stakeholders.

3. Ability to design and deliver programs and policy outcomes, including the ability to plan for the policy, gather and analyse information, prepare briefings, refine policy direction, draft policy documentation and the ability to promote and implement policy.

Behavioural Capabilities

1. Well-developed written and verbal communication and interpersonal skills, including the ability to liaise, negotiate and consult as required.

2. Highly developed organisational skills, including the ability to effectively manage competing priorities in a dynamic and fast-paced environment and deliver against required timelines with a high level of attention to detail.

3. Ability to build rapport and work effectively within a high-performing team.

Compliance Requirements/Qualifications

1. Relevant tertiary qualifications or experience in social science, justice, criminology, law or a related field is desirable but not essential.

2. The ability, as required, to be recalled to duty - including working out of hours or on weekends to support the Public Safety and Emergency Management Branch's whole-of-government disaster and crisis management functions.

3. 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.

4. 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 Assistant Director Emergency Management Policy and Programs (P07199) 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	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation – *at office*	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	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)	Frequently
Working in a call centre environment	Never
Working directly with the public	Occasionally

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

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	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
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 (PPE) required	Occasionally