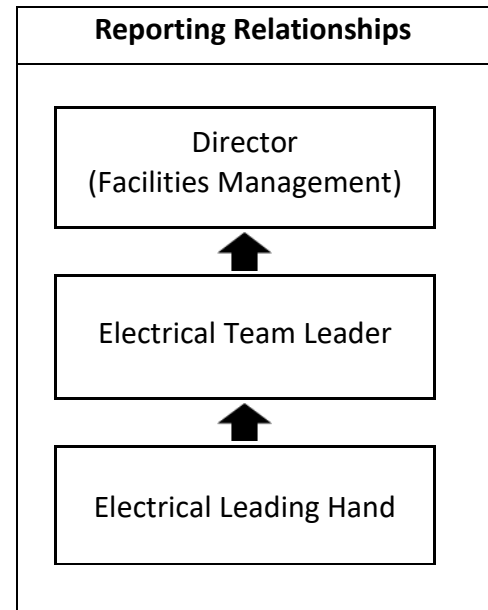




POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit/Agency	ACT Corrective Services
Branch	Custodial Operations
Position Number	P47431
Position Title	Electrical Leading Hand
Classification	Senior Building Trade
Location	Alexander Maconochie Centre
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 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

The Human Rights Principles for ACT Correctional Centres provides a clear set of principles about how detainees should be supported from their initial contact with corrections through to their release. Its aims to help improve management of detainees in the ACT.

The Facilities Management Unit is part of the Custodial Operations branch within ACT Corrective Services. We are responsible for ensuring the safe, reliable, and efficient operation of all custodial facilities through planned and reactive maintenance, infrastructure upgrades, and project delivery.

Our core functions include:

- Planned and reactive maintenance of base and essential building services and systems.
- Delivery of capital works and infrastructure projects to support operational needs.
- Management of insurance and remedial works to maintain compliance and service continuity.
- Providing subject matter expertise in facilities management to support strategic planning, project design, and operational decision-making.

We operate with a strong focus on risk management, security, and stakeholder collaboration, ensuring that all work supports the safety and integrity of the correctional environment.

Our team culture is built on inclusivity, respect, accountability, and continuous improvement, fostering an environment where everyone feels valued, supported, and empowered to contribute. We embrace diversity and encourage innovation, ensuring our people have opportunities to learn, grow, and share their expertise.

POSITION OVERVIEW

Reporting to the Electrical Team Leader and working collaboratively with the Facilities Management and Custodial Operations teams, the Electrical Leading Hand is a key contributor to the delivery of high-quality electrical and adjacent services across the facility.

This role is responsible for coordinating and undertaking a wide range of planned and reactive maintenance activities, including the installation, testing, optimisation, upgrade, renovation, and repair of electrical infrastructure, systems, and appliances. These works ensure the facility remains safe, compliant, humane, cost-effective, and fit for purpose.

As the site or team expands, this position may also be required to supervise relevant trade staff, providing leadership, guidance, and oversight to ensure consistent service delivery and adherence to operational standards.

WHAT YOU WILL DO

Under the direction of the Electrical Team Leader, the Electrical Leading Hand will:

1. Undertake and lead electrical maintenance, repair, upgrade and decommissioning tasks (scheduled, unscheduled, and emergency) across the Alexander Maconochie Centre and other ACT Corrective Services facilities.
2. Install, service and upgrade electrical systems and associated infrastructure, including equipment with complex controls and components.
3. Coordinate daily work activities, ensuring tasks are completed safely, efficiently, to required standards and timeframes.
4. Maintain and manage tools, equipment, and spare parts, ensuring availability for timely service and repair work.
5. Supervise and work alongside detainees, providing practical instruction and coaching to develop their skills and support rehabilitation goals.

6. Ensure compliance with Australian Standards, local Regulations, National Construction Code, WH&S legislation, ACTCS security protocols and industry best practices.
7. Provide technical expertise and guidance for project works, including reviewing plans, advising on electrical requirements, and ensuring installations meet compliance standards and operational needs.
8. Monitor and maintain accurate work records, including job sheets, computer databases, schedules and compliance documentation in line with policies and the Territory Records Act 2002.
9. Procure and coordinate specialist electrical services and contractors as required to support maintenance and project delivery.
10. Provide regular updates on progress and issues, supporting effective communication within the Facilities Management team.
11. Assist with team operations and backfill duties as required to maintain service continuity.
12. Promote a safe, cooperative, and high-performance work environment, demonstrating ACTCS values of respect, integrity, collaboration, and innovation.

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 as a qualified Electrician with the ability to undertake, lead and coordinate day-to-day electrical activities.
2. Comprehensive knowledge and hands-on experience in domestic, commercial and light industrial electrical systems, including power distribution, lighting, control systems, safety devices, emergency backup, generation and energy efficiency systems.
3. Strong digital literacy, diagnostic and problem-solving skills, with the ability to assess issues, determine solutions and guide others in implementing effective repairs and maintenance.

Behavioural Capabilities

1. Proven ability to lead and work collaboratively within a team, while also being capable of working independently when required.
2. Demonstrated leadership qualities, acting as a positive role model and promoting ACT Government values of respect, integrity, collaboration and innovation.
3. Strong commitment to Work Health and Safety (WH&S) and security protocols, ensuring compliance and fostering a safe work environment for staff and detainees.

Compliance Requirements/Qualifications

1. Background, criminal history and security clearance checks will be conducted.
2. The occupant of this position will be required to:
 - Hold an Australian recognised occupational trade qualification in Electrical (Fitter Mechanic) or Electrotechnology (minimum Certificate III level)
 - Hold an ACT Electrical Licence or have the ability to obtain one prior to commencement.
 - Hold an unrestricted driver's licence (minimum class C).
 - Hold an ACT Working with Vulnerable People registration without restrictions or have the ability to obtain before commencement.
 - Pass a pre-employment medical.
 - Undertake parts of the duties outside core business hours.
 - Work a rotating on-call roster.
 - Work across all ACT Corrective Services sites.
3. Qualifications in the following areas is highly desirable:
 - Refrigeration and Air Conditioning.
 - Telecommunications Technology with endorsements for Structured Cabling and Fibre Optic systems.
 - Security Licence (Installer).
 - General Construction Induction (white card).
 - Working with Asbestos Containing Materials.
 - Prevention Crystalline Silica Exposure.
 - Elevating Work Platform.
 - Working at Heights.
 - Work Safely on Roofs.
 - Confined Space Entry.
4. Experience working within a custodial or secure environment is highly desirable.
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 Electrical Leading Hand (P47431) 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	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Occasionally
Standing for long periods	Frequently
Designated workstation	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties (including on-call rosters)	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Occasionally
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 clients	Frequently

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
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Frequently
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Frequently
Exposure to extreme temperatures	Frequently
Operation of heavy machinery	Frequently
Confined spaces	Occasionally
Excessive noise	Frequently
Low lighting	Occasionally
Handling of dangerous goods/equipment	Frequently
Working with asbestos	Occasionally
Potential to encounter agitated clients	Frequently
Exposure to potentially distressing material	Frequently

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required: <ul style="list-style-type: none"> - Boots - Gloves - Eye Protection - Hearing Protection - Breathing Protection 	Frequently