

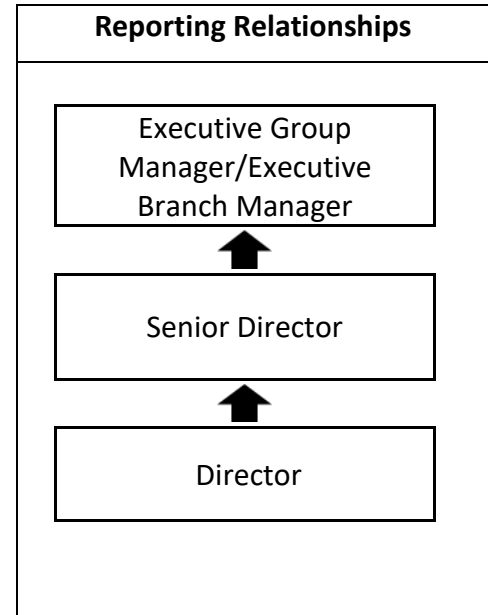


ACT
Government

Justice and Community Safety

POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit/Agency	Legislation, Policy and Programs
Branch	Human Rights Branch and Civil and Regulatory Law Branch
Position Number	P66723, several
Position Title	Director
Classification	Senior Officer Grade B (SOG B)
Location	Canberra City
Last Reviewed	January 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

Legislation, Policy and Programs (LPP) advises on and develops policy and legislation in relation to all aspects of civil and criminal law in the Territory, including the administration of the justice system, and develops and administers a variety of justice initiatives and programs.

LPP staff may be involved in working on a wide range of issues and tasks. These could include, for instance: building on the ACT's strong anti-discrimination and human rights framework; drafting instructions for reform of the law on personal or property crime or affecting access to justice; consulting with other justice agencies in developing innovative justice responses to the needs of victims of crime; developing policy and programs related to: regulatory licensing and reform; Aboriginal and Torres Strait Islander justice; and victims of crime; or preparing submissions, speeches or other material for the Minister on these or other portfolio matters. LPP also delivers restorative justice services.

LPP is currently comprised of three branches:

- the Civil and Regulatory Law Branch;
- the Criminal Law Branch; and
- the Human Rights Branch, which includes the Restorative Justice Unit.

LPP staff work closely with other justice agencies and officers - the courts, corrections, police, public prosecutors, legal aid, parliamentary counsel, government solicitors, community rights advocates, and our community sector partners such as victims' services. They also work closely with other ACT public service agencies and with our counterparts in the Commonwealth and the other states and the Northern Territory.

BRANCH OVERVIEW

The Civil and Regulatory Law Branch develops and implements policy and legislation relating to general civil and commercial law, including administrative law, consumer law, property law and retirement villages legislation, tribunal and courts legislation, electoral reform and gaming and racing legislation. This Branch also administers funding for community legal centres and ACT Legal Aid.

The Human Rights Branch advises on policy and law reform and administers initiatives related to human rights, social policy, anti-discrimination, victims of crime, disability justice, justice reform and restorative justice. The Branch is also responsible for undertaking scrutiny of all proposed Government legislation for compatibility with human rights.

POSITION OVERVIEW

The Director of the Human Rights and Social Policy team has responsibility for allocating and overseeing the human rights scrutiny work of the team. They undertake more complex scrutiny and legal policy work and lead legislative reform projects in areas such as human rights, discrimination, privacy and guardianship.

The Director of the Access to Justice team will lead legislative reform projects and appointment processes for the Courts and Tribunal and will manage two policy officers. This team has portfolio responsibility for key justice system legislation relating to electoral law, the ACT Courts and Tribunal, civil litigation and regulation of the legal profession.

WHAT YOU WILL DO

Under the broad direction of the Senior Director, the Director will:

1. Manage or co-manage the workload and staff of a legal policy work unit, including the supervision, training and development of staff.
2. Provide high level advice to ACT Government and ACT Public Sector stakeholders on questions of legal policy.
3. Personally handle important and complex aspects of matters arising in the Unit, act as a consultant to staff and give directions and guidance on difficult questions of legal policy.
4. Prepare high quality reports, submissions, high level briefs, and correspondence on a number of complex technical or legal policy issues for JACS Executives or Ministers and represent the Directorate at high-level meetings, consultations, negotiations and other forums with both internal and external stakeholders.
5. Model fair and safe workplace practices and promote respect and diversity in the workplace.
6. This position involves direct supervision of up to 5 staff however this may vary depending on business requirements.

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

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

1. Excellent skills in developing, analysing and implementing policy based on evidence and informed through consultation.
2. Excellent skills in interpreting laws and providing accurate advice.
3. Excellent communication skills and ability to develop and engage strong stakeholder relations and to represent the Directorate at high level meetings.
4. Demonstrated leadership skills, including the ability to motivate and manage junior staff members in the team.

Behavioural Capabilities

1. The ability to build rapport and work effectively within a high-performing team, and the ability to work independently.
2. Excellent organisational skills, including the ability to effectively manage competing priorities and deliver against required timelines.

Compliance Requirements/Qualifications

1. Relevant tertiary qualifications in law or a related field is highly desirable but not essential.
2. 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.
3. 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 Director (P66723, several) 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	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 (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)	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	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Never
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
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OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never