

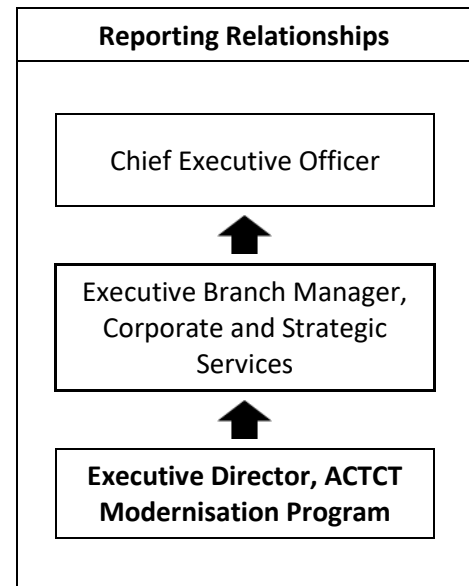


ACT
Government

Justice and Community Safety

POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit	ACT Courts and Tribunal
Branch	Corporate and Strategic Services
Position Title	Executive Director, ACTCT Modernisation Program
Position Number	E1462
Classification	Contract Executive 1.1
Location	Canberra City/Ngunnawal Country
Last Reviewed	August 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.

The ACTPS supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

The ACTPS is committed to the principles of Reasonable Adjustment to ensure everyone has equitable employment opportunities.

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 supports 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 OVERVIEW

The ACT Courts and Tribunal (**ACTCT**) supports the proper administration of justice by providing high quality support to judicial officers and tribunal members and high-quality services to those using the courts and tribunal. It provides the Supreme Court, Magistrates Court and ACT Civil and Administrative Tribunal (**ACAT**) with registry, court support, forensic, corporate and strategic services.

The ACTCT is led by the Chief Executive Officer (CEO) appointed under the *Court Procedures Act 2004* and has the following branches:

- Executive
- Registrar's Office Supreme Court which includes Supreme Court Registry Operations and Sheriff's Office
- Registrar's Office Magistrates Court which includes Magistrates Court Registry Operations and the Forensic Medicine Centre
- Registrar's Office ACAT which includes ACAT Registry Operations
- Corporate and Strategic Services.

NOTE: The nature of the organisation is such that staff may be exposed to occupational violence, vicarious trauma, sensitive material or information that may be confronting and culturally sensitive. ACTCT provides support services and training to assist staff in being culturally aware, resilient and safe in the workplace.

BRANCH OVERVIEW

The Corporate and Strategic Services branch is responsible for delivering a range of corporate and strategic services that support the operations of each Court and ACAT.

Corporate and Strategic Services consists of the following areas:

- Corporate Information Systems
- Digital Transformation and Reform
- Finance
- People and Governance
- Property and Procurement
- Therapeutic and Client Services

The services delivered include:

- Financial and budget management
- Preparation of high-level budget bids
- Statistical analysis and business reporting
- Accountability and agency performance reporting
- Internal communication and consultive arrangements
- Organisational governance and administrative support
- Organisation human resources and administrative support
- Risk and compliance, development, and implementation activities
- Facility and asset management
- Procurement and contracts management
- Leadership in organisational planning
 - Resource planning aligned with strategic goals
- Management of information technology services and business solutions (or systems)
- Digital transformation and reform.
- Management of the Therapeutic and Client Services

POSITION OVERVIEW

The Executive Director, ACTCT Modernisation Program provides leadership for ACTCT's Modernisation Program, driving transformation and associated service, legal, operational and organisational reform. Reporting to the Executive Branch Manager, Corporate and Strategic Services, the position leads a multidisciplinary team comprising direct reports and subject matter experts supporting various projects within the program.

The Executive Director is accountable for the design of stage two and delivery of the ACTCT Modernisation Program that supports ACTCT's strategic priorities and modernises delivery of court and tribunal operations. The position ensures transformation initiatives are grounded in user needs, reflects legal and operational requirements, and are supported by effective governance, investment discipline and benefits realisation.

Working closely with the ACTCT executive, heads of jurisdiction and the business, the Executive Director connects business reform with the technology, data, security and information capabilities required to enable it. The position provides a clear bridge between the ACTCT Modernisation Program objectives, judicial and operational requirements, program delivery, organisational readiness and sustainable adoption.

A central focus of the role is to build ACTCT's capacity and capability to work effectively in a digital environment whilst designing and delivering new core technology. This includes strengthening digital literacy, supporting leaders and employees through change, engaging judicial officers and tribunal members in reform, and fostering a culture that is collaborative, evidence-informed, innovative and focused on continuous improvement.

Flexible Working/Hybrid Options: Opportunities for flexible working options could include hybrid working, being a combination of working from home, designated office based and FlexiSpace working locations across the ACT and flexible start and finish times.

WHAT YOU WILL DO

As part of ACTCT executive team, the Executive Director, ACTCT Modernisation Program is responsible for the provision of leadership, strategic direction and delivery of the Modernisation Program. Primary responsibilities include:

1. **Strategic direction:** Design phase two of the ACTCT's Modernisation Program, aligning ACTCT objectives and broader ACT Government directions.
2. **Program delivery:** Provide executive oversight of the ACTCT's Modernisation Program, ensuring clear accountability, effective governance, disciplined delivery and successful transition into business-as-usual operations.
3. **Service and business reform:** Lead user-centred reform across services, processes, policy, legislation and operating practices whilst ensuring legal compliance.
4. **Organisational change:** Lead coordinated change, engagement and adoption activities for employees, judicial officers and tribunal members, recognising their distinct roles and requirements.
5. **Executive advice and assurance:** Provide authoritative advice on transformation priorities, investment, delivery confidence, organisational readiness, interdependencies, risks and expected benefits.
6. **Governance:** Establish fit-for-purpose program governance, assurance and benefits-management arrangements, and provide timely, accurate reporting to the ACTCT executive and relevant governance bodies.
7. **Financial management:** Manage program budget, business cases, procurement and external providers, ensuring resources are used effectively and in accordance with legislative and government requirements.
8. **People leadership:** Lead and develop multidisciplinary teams, including direct reports and other subject matter experts promoting accountability, collaboration, wellbeing and professional excellence.
9. **Stakeholder relationships:** Build effective partnerships across ACTCT, the Justice and Community Safety Directorate, Digital Canberra, ACT Government, the justice sector and other Australian courts and tribunals.
10. **Values and compliance:** Model the ACTPS values and Code of Conduct and ensure transformation activities comply with relevant financial, procurement, privacy, records, security, accessibility, audit and workplace requirements.

Reporting Relationships

- The Executive Director, ACTCT Modernisation Program reports directly to the Executive Branch Manager, Corporate and Strategic Services, ACTCT.
- Works collaboratively with ACTCT executive, judicial officers, and tribunal members, JACS Corporate, Digital Canberra, key industries and other Government and Non-Government Agencies.

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](#)

WHAT YOU REQUIRE (EXECUTIVE CAPABILITIES)

The Executive Capabilities are a way of describing the behaviours that characterise successful ACTPS executives and the values and personal attributes that support these behaviours. They also provide an integrated and consistent means of assisting executives to identify developmental needs and achieve significant and measurable growth in areas such as leadership, strategic vision and effective management.

1. Leads and values people

Relevant capabilities:

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

2. Shapes strategic thinking

Relevant capabilities:

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

3. Achieves results with integrity

Relevant capabilities:

- 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

4. Fosters collaboration

Relevant capabilities:

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

5. Exemplifies citizen, community and service focus

Relevant capabilities:

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

Compliance Requirements/Qualifications

- 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 [ACT Closing the Gap Implementation Plan - ACT Government Transparency Portal](#).
- Information about executive employment conditions can be obtained by clicking the following links:
 - [Executive Handbook](#)

- [Executive Capabilities](#)
- [Executive Capability – Implementing Closing the Gap Principle](#)
- Proven ability to inspire employees to embrace change and transformation.

DIVERISTY

People with a disability, women, Australians from culturally and linguistically diverse backgrounds, and Aboriginal and Torres Strait Islander people have an equal opportunity for appointment to this position. An appropriate selection panel will be formed, or special needs addressed, if requested by a member of one of these groups.

ORGANISATIONAL STRUCTURE

