

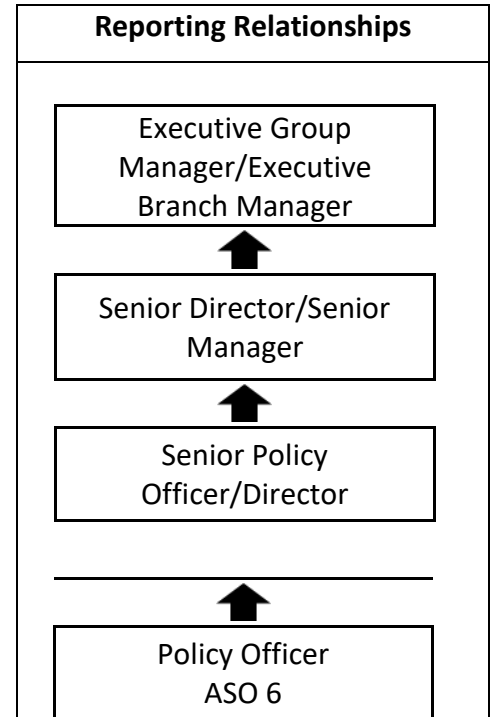


**ACT**  
Government

Justice and Community Safety

# POSITION DESCRIPTION

<b>Directorate</b>	Justice and Community Safety
<b>Business Unit/Agency</b>	Legislation, Policy and Programs
<b>Branch</b>	Civil and Regulatory Law/Criminal Law Branches
<b>Position Number</b>	P69017
<b>Position Title</b>	Policy Officer
<b>Classification</b>	Administrative Services Officer 6 (ASO 6)
<b>Location</b>	Canberra City
<b>Last Reviewed</b>	February 2025



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**

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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 and community safety initiatives. The Division is also responsible for managing the ACT's contract with ACT Policing, and works with other agencies in addressing underlying causes of crime.

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; policing services for the ACT; crime prevention; justice statistics; First Nations justice; and victims of crime; or preparing submissions, speeches or other material for the Minister on these or other portfolio matters.

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

## BRANCH OVERVIEW

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The Liquor, Racing and Gaming Policy team within the Civil and Regulatory Law Branch is responsible for providing policy advice and developing legislation in relation to the regulation of liquor, racing and gaming in the ACT. This includes supporting the Government's regulatory and harm reduction initiatives and the delivery of gaming related commitments made under the *Parliamentary and Governing Agreement of the 10<sup>th</sup> Assembly*. The team works closely with Access Canberra, as the regulator, the community and industry stakeholders to formulate policy and legislation advice to Government and to develop and implement initiatives.

## POSITION OVERVIEW

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The Policy Officer will be responsible for a range of secretariat tasks supporting Government boards and committees relevant to LRG. This includes providing administrative and logistical support, managing meetings, coordinating communications, and assisting with research and analytical work.

The Policy Officer will be highly organised and a confident communicator who can organise a range of internal and stakeholder meetings, ensure meeting papers and agendas are prepared in a timely manner and take accurate, timely and coherent minutes. The Policy Officer will be a proactive record keeper.

The Policy Officer will have strong organisational and communication skills and will be required to assist in preparing ministerial briefs, submissions and correspondence within set timeframes. The Policy Officer will have the ability to respond to quickly moving priorities and tight timeframes in a dynamic and fast-paced work environment.

The Policy Officer will undertake research and analyse information and legislation, with the supervision of a Senior Policy Officer. The Policy Officer will also develop and promote positive relationships with stakeholders and represent the Directorate in consultations.

## WHAT YOU WILL DO

Under the general direction of the Senior Policy Officer, the Policy Officer will:

1. Undertake legal policy work, including reviewing and developing legislation.
2. Assist with developing and managing programs.
3. Prepare general reports, submissions and correspondence.
4. Represent the Directorate in its dealings with other agencies and stakeholders.
5. Maintain records in accordance with the *Territory Records Act 2002*.
6. This position does not involve the 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 ability to undertake research and analysis of legal policy matters in general law, criminal law, civil law and/or regulatory matters and provide advice.
2. Ability to design and deliver legislation, programs and policy outcomes, including the ability to plan for the policy, gather and analyse information, conduct effective stakeholder consultations, prepare briefings, refine policy direction, draft policy documentation and the ability to promote and implement policy.
3. Experience in stakeholder engagement and relationship management including the ability to consult and information share.

### Behavioural Capabilities

1. Highly developed interpersonal, liaison and written and verbal communication skills including the ability to use complex communication strategies to represent the Directorate.
2. Highly developed organisational skills, including the ability to effectively manage competing priorities and deliver against required timelines with a high level of attention to detail.
3. Demonstrated ability to build rapport and work effectively within a high-performing team, including the ability to provide support to team members and contribute to the development of the team.

### Compliance Requirements/Qualifications

1. Relevant tertiary qualifications in law or related field or significant study towards gaining qualifications is highly desirable.