

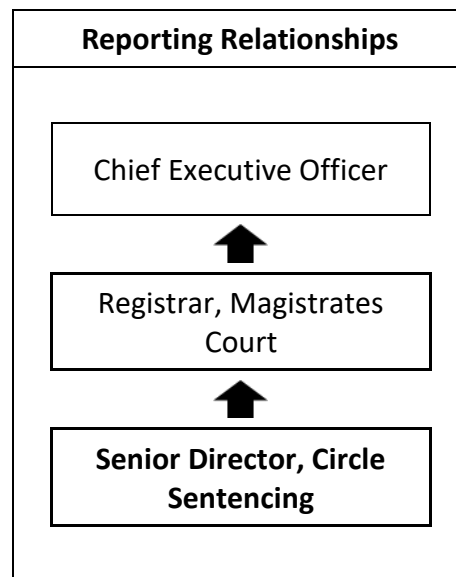


ACT
Government

Justice and Community Safety

POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit	ACT Courts and Tribunal
Branch	Registrar's Office, Magistrate's Court (MC)
Section	MC and SC Registry Operations
Position Title	Senior Director, Circle Sentencing
Position Number	P70982
Classification	Senior Officer Grade A
Location	Canberra City
Last Reviewed	July 2026



Note: This is an Aboriginal and Torres Strait Islander identified position.

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.

Cultural Capability and Safety

The ACTPS is committed to centering the voices of Aboriginal and/or Torres Strait Islander people and being guided by their unique and valuable lived experiences.

This position has a strong focus on Aboriginal and Torres Strait Islander outcomes and requires a demonstrated understanding of historical and contemporary cultural contexts, specifically regarding factors that contribute to the overrepresentation of Aboriginal and Torres Strait Islander peoples in the justice system. You will demonstrate cultural capability when engaging with community, Elders and Traditional Custodians and other Aboriginal and/or Torres Strait Islander people.

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:

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| • Chief Minister | • Minister for Police, Fire and Emergency Services |
| • Attorney-General | |
| • Manager of Government Business | • Minister for Corrections |
| • Minister for Gaming Reform | • Minister for Women |
| • Minister for City and Government Services | • Minister for Prevention of Family and Domestic Violence |
| • Minister for Night-Time Economy | • 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 Registrar's Office (Magistrates Court) and Registrar's Office (Supreme Court) provides support to the Magistrates and Supreme Courts and the judiciary including exercising statutory powers of a registrar of the court and providing legal, policy and procedural advice. The Magistrates and Supreme Court registry provides high level administrative support to the judiciary in the performance of their roles, and to the parties and legal representatives who appear in the courts.

MC Registry Operations consists of the following areas:

- Circle Sentencing Court
- Criminal Registry (which includes the Bail Office)
- Family Violence and Protection (which includes Children's Care & Protection)
- Registry Listings
- Registry Services and Support which is a shared registry services team supporting both Supreme and Magistrates Courts and the ACAT

SC Registry Operations consists of the following areas:

- Criminal Registry.
- Listings and Admissions.
- Civil Registry which provides support to Magistrates and Supreme Court.

The registry functions include accepting documents for filing, arranging conferences and hearings, maintaining court files, managing the bail office, issuing subpoenas, collecting court fees, entering data in the case management system, generating court documents and providing general advice about court rules, practices and procedures.

POSITION OVERVIEW

The Senior Director, Circle Sentencing leads a team to provide effective and timely services in Circle Sentencing, to Aboriginal and Torres Strait Islander court users and to ACTCT operations. The Senior Director, Circle Sentencing is pivotal in developing, fostering and supporting a culturally appropriate approach to justice.

The Senior Director, Circle Sentencing will have strong communication and leadership skills, including high level influencing skills and relationship building skills.

The Senior Director, Circle Sentencing will apply sound judgement and superior knowledge to advise on complex cultural and policy issues related to Aboriginal and Torres Strait Islander matters and the criminal justice system. They will share knowledge and provide advice to support staff and

Judiciary to exercise best practice service provision, as well to inform the ACTCT in both policy and program development and delivery.

The Senior Director, Circle Sentencing will lead change across ACTCT, including but not limited to, Circle Sentencing courts, to ensure culturally safe and responsive engagement with, and support to, Aboriginal and Torres Strait Islander people.

They will be instrumental in delivering strategic, operational and corporate priorities of the organisation and will guide and direct ACTCT to increase organisational capability and responsiveness to issues which affect the lives of Aboriginal and Torres Strait Islander people.

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

Note: This is an Identified position in accordance with Section 27(4) of the Public Sector Management Act 1994 and is only open to Aboriginal and/or Torres Strait Islander peoples. Aboriginal and/or Torres Strait Islander identity is considered essential and therefore confirmation of cultural identity may be requested.

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. However, given the forward-facing nature of this role, any flexible work arrangements must align with the operational needs of the position.

WHAT YOU WILL DO

Under the broad direction of the Registrar, Magistrates Court, as the priority, the Senior Director, Circle Sentencing will:

1. Lead the delivery of timely and high-quality Circle Sentencing programs across the Supreme, Magistrates and Childrens Courts, ensuring that programs are culturally appropriate, and comply with relevant legislation, rules and practice directions.
2. Support and strengthen a panel of Elders and Respected persons that participate in the Circle Court processes through proactive engagement, development and professional supervision and informal debriefing with panel members.
3. Ensure the Circle Sentencing programs are culturally safe, trauma-informed and evidence-based.
4. Identify and contribute to the strategic and operational priorities of the ACTCT in terms of engagement with Aboriginal and Torres Strait Islander court users more broadly to enhance ACTCT capability.
5. Provide high level advice to ACTCT executive on the priorities and operation of Circle Sentencing and other initiatives designed to improve and foster engagement with Aboriginal and Torres Strait Islander court users.

6. Actively develop and nurture relationships with the Aboriginal and Torres Strait Islander community, and other stakeholders including members of the judiciary, legal community and community organisations.
7. Champion continuous improvement, foster innovation and change, including review of policies, frameworks, practices, processes and systems as required.
8. Build a strong, respectful, and supportive workplace culture including leading by example, and championing culture, safety and wellbeing initiatives.
9. Provide cultural support and guidance to Aboriginal and Torres Strait Islander staff across the organisation.
10. This position **does** 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. Highly developed organisational skills, including the demonstrated ability to manage and deliver workflows in a complex and dynamic environment with resilience, and the ability to work under pressure and to tight timeframes.
2. Ability to provide culturally considered advice on complex policy, process and procedural issues, with a focus on Aboriginal and Torres Strait Islander issues and the criminal justice system.
3. Demonstrated culturally grounded leadership skills, including the ability to effectively manage, develop and lead a team to deliver high quality outcomes in a complex environment.

Behavioural Capabilities

1. Demonstrated lived expertise as an Aboriginal and/or Torres Strait Islander person, and the ability to draw on that lived experience to inform culturally authoritative advice, decision-making and leadership.
2. Demonstrated connection to, and engagement with, Aboriginal and Torres Strait Islander communities, including Elders and Traditional Custodians
3. Demonstrated superior interpersonal and consultation skills, including the proven ability to develop and maintain effective working relationships in a culturally sensitive manner with a wide range of internal and external stakeholders.
4. Understanding of the factors contributing to over-representation of Aboriginal & Torres Strait Islander people in the criminal justice system and experience in responding within a trauma-informed, culturally considered, and restorative approach.
5. Ability to conceptualise and understand court process and procedures as it relates to Circle Sentencing and in that context the ability to identify ongoing development requirements to enhance the experience of participants.

Compliance Requirements/Qualifications

1. This is an identified position in accordance with Section 27(4) of the *Public Sector Management Act 1994* and is only open to an Aboriginal and/or Torres Strait Islander person.

Aboriginal and/or Torres Strait Islander lived experience, and cultural capability is considered essential and confirmation of Aboriginal or Torres Strait Islander heritage may be requested.

2. This position **does** require a Working with Vulnerable People registration.
3. Computer literacy skills are relevant to this role as you will be responsible for using an electronic case management system, IT systems, email and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
4. The successful candidate will be required to undergo a National Criminal History check.
5. This position **does not** require a pre-employment medical.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of **Senior Director, Circle Sentencing (P70982)** 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	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Expected to work extensive hours over a significant period due to the nature of the duties	Frequently
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
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)	Never
Working in a call centre environment	Never
Working directly with the public	Frequently

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

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

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	Frequently
Exposure to potentially distressing case material	Frequently

OTHER	FREQUENCY
Uniform required	Never

Personal Protective Equipment (PPE) required	Never
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