



POSITION DESCRIPTION

Directorate: Justice and Community Safety

Position Number: P72499

Business Unit: Secretariat, Board of Inquiry into Aboriginal and Torres Strait Islander deaths in custody in the Alexander Maconochie Centre

Classification: Senior Officer Grade A (SOGA)

Location: Canberra City, Ngunnawal Country

Last Reviewed: 23/09/2026

Division: Community Safety Policy and Programs

Position Title: Senior Director

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

BOARD OF INQUIRY OVERVIEW

The ACT Government is establishing a Board of Inquiry under the *Inquiries Act 1991* (the Inquiries Act) to examine systemic issues in relation to the deaths of Aboriginal and Torres Strait Islander in the Alexander Maconochie Centre. The Inquiries Act provides that the Executive may appoint one or more people to the Board of Inquiry. The Board of Inquiry must be operated in accordance with the Inquiries Act.

Under the Inquiries Act the Board of Inquiry may arrange with the head of service to use the services of a public servant to support the Board of Inquiry. A small Secretariat team is being established to support the Board of Inquiry.

The Board of Inquiry is expected to start in February 2027 with a report due to the Government by the end of August 2027. Membership of the Board of Inquiry is expected to be confirmed by the end of 2026.

A copy of the ACT Legislative Assembly Resolution to establish the Board of Inquiry is available at: <https://www.hansard.act.gov.au/hansard/11th-assembly/2025/PDF/P250507.pdf>. Further information on the Board of Inquiry is available at [Board of Inquiry into Aboriginal and Torres Strait Islander deaths in custody in the Alexander Maconochie Centre - ACT Government](#).

BUSINESS UNIT OVERVIEW

The Secretariat supports the effective administration of the Board of Inquiry by providing high-quality strategic, operational and administrative support to enable the Board to perform its functions. During the establishment phase, the Secretariat operates within the governance arrangements of the Justice and Community Safety Directorate (JACS), with accountability through project governance structures to the Deputy Director-General, Justice. Following appointment of the Board of Inquiry, operational responsibility for the Secretariat transfers to the Board in accordance with the *Inquiries Act 1991*. Once the Board of Inquiry is complete, the Secretariat will transition back into the JACS to finalise the project.



Secretariat staff are employed by JACS and remain subject to JACS employment, financial and corporate management arrangements. To support the independence of the Board of Inquiry, Secretariat staff report directly to the Board on matters relating to the conduct of the Inquiry and delivery of the Board's functions. Matters requiring government action, additional resources, policy consideration or broader coordination may be escalated through JACS governance arrangements as appropriate.

POSITION OVERVIEW

The Board of Inquiry into Aboriginal and Torres Strait Islander deaths in custody at the Alexander Maconochie Centre will operate in culturally safe, and trauma informed- manner when investigating systemic issues surrounding deaths in custody. The Board of Inquiry will engage respectfully with affected Aboriginal and Torres Strait Islander people and communities.

The Senior Director, Board of Inquiry Secretariat is responsible for leading and managing the Secretariat to support the effective operation of the Board of Inquiry. The position oversees the provision of strategic, operational, governance and administrative support to the Board, and ensures appropriate arrangements are in place to facilitate stakeholder engagement, hearings, meetings and other inquiry activities. The Senior Director will work closely with the Aboriginal and Torres Strait Islander Cultural Advisor to ensure inquiry activities are conducted in a culturally safe manner. This position works under the direction of Executive Branch Manager, Board of Inquiry Secretariat.

WHAT YOU WILL DO

The Senior Director will:

1. Lead research, analysis and synthesis of information to support the work of the Board of Inquiry, including preparing high-quality briefs, reports, correspondence and other advice on complex operational, strategic and governance matters.
2. Provide leadership and direction to the Board of Inquiry Secretariat, ensuring the effective delivery of Secretariat functions and support to Board of Inquiry Members.
3. Manage the day to day operations of the Secretariat, including planning, resource allocation, procurement, contract management, governance, reporting and budget oversight.
4. Lead the planning and coordination of Board of Inquiry activities, including hearings, meetings, site visits, stakeholder engagement activities and other operational requirements.
5. Coordinate engagement between the Board of Inquiry, government agencies, service providers, community stakeholders and other parties as required.



6. Ensure appropriate administrative, logistical, ICT, accommodation and other support arrangements are in place to enable the effective operation of the Board of Inquiry.
7. Maintain records in accordance with the Territory Records Act 2002.
8. This position does involve 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 experience leading complex projects, programs or inquiries in a government, legal, regulatory or similar environment, including the ability to manage competing priorities and deliver outcomes within tight timeframes.
2. Demonstrated ability to lead complex research and consultation projects, with a view to producing recommendations for government and public-facing communications.
3. Excellent written and verbal communication skills, including the ability to prepare clear, accurate and culturally informed briefs, summaries, correspondence and reports.
4. Demonstrated experience managing secretariat, governance or business operations functions, including resource management, procurement, contract management, budget oversight and administrative support services.
5. Demonstrated understanding of working respectfully and effectively with Aboriginal and Torres Strait Islander peoples and communities, including the ability to support culturally safe operations, engagement and decision-making, and to work collaboratively with specialist cultural advisors.

Behavioural Capabilities

1. Excellent liaison, negotiation and interpersonal skills, including the ability to support community engagement and contribute to building and maintaining partnerships to achieve positive results.
2. Strong organisational skills, including the ability to effectively manage multiple tasks, determine priorities and deliver outcomes under tight timeframes under limited direction



Compliance Requirements/Qualifications

1. 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 with respect to the ACT context. You will demonstrate cultural capability when engaging with community, Elders and Traditional Custodians and other Aboriginal and/or Torres Strait Islander people.



WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Director (position number P72499) 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	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Never
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)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Frequently

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	Occasionally
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	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	Never
Exposure to potentially distressing case material	Frequently

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never