

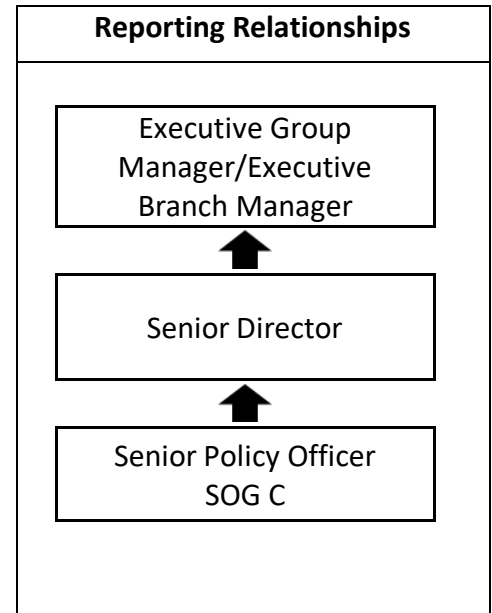


ACT
Government

Justice and Community Safety

POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit/Agency	Legislation, Policy and Programs
Branch/s	Human Rights
Position Number	P42761
Position Title	Senior Policy Officer
Classification	Senior Officer Grade C (SOG C)
Location	Canberra City
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.

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 OVERVIEWS

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 Senior Policy Officer is responsible for undertaking complex legal policy work. They will contribute to policy outcomes, including through regulatory and legislative reform, provide high level advice on complex issues and prepare related reports, submissions, briefs, and correspondence for the Senior Executive and Government.

The Senior Policy Officer will be highly organised with the ability to pay attention to details and develop and promote positive relationships with key stakeholders.

The Senior Policy Officer will need to be self-motivated, have sound judgement and able to respond to quickly moving priorities and tight timeframes in a dynamic and fast-paced work environment.

WHAT YOU WILL DO

1. Undertake complex legal policy work including providing high level advice to the Government and the ACT Public Sector on questions of legal policy.
2. Develop and deliver strategic legislation and policy initiatives.
3. Prepare high quality reports, submissions and high level briefs and correspondence on a number of complex technical legal or legal policy issues.
4. Represent the Directorate in its dealings with other agencies and stakeholders.
5. Manage legal related projects including developing and achieving program objectives.
6. This position may involve direct supervision of fewer than three staff, 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

1. Demonstrated ability to undertake high level research and analysis of policy matters and the ability to interpret legislation, regulations and other guideline materials, including the ability to provide accurate advice.
2. Demonstrated ability to design and deliver significant legislation and/or 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. Demonstrated experience in drafting written communications, including ministerial briefings, reports, submissions, complex correspondence and policy and related documentation.

Behavioural Capabilities

1. Highly developed interpersonal, liaison and written and oral communication skills, including the ability to use complex communication strategies to represent the Directorate at high level meetings.
2. Highly developed organisational skills, including the ability to effectively manage competing priorities and multiple demands and deliver against required timelines in a fast-paced work environment.
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 a related field or significant study towards gaining qualifications is highly desirable.
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 Senior Policy Officer (P42753, 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	Never
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	Never
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)	Frequently
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	Never
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