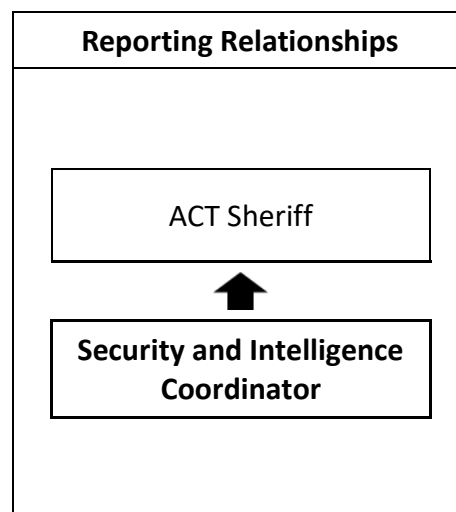


Directorate	Justice and Community Safety
Business Unit	ACT Courts and Tribunal
Branch	Registrar's Office, Supreme Court (SC)
Section	SC Sheriff's Office
Position Title	Security and Intelligence Coordinator
Position Number	P24472
Classification	Senior Officer Grade C (SOGC)
Location	Canberra City
Last Reviewed	April 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 Supreme Court (including Supreme Court Registry Operations and Sheriff's Office)
- Registrar Magistrates Court (including Magistrates Court Registry Operations and the Forensic Medicine Centre)
- Registrar ACAT (including 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 (Supreme Court) provides support to the Supreme Court and the judiciary including exercising statutory powers of a registrar of the court and providing legal, policy and procedural advice. The 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.

The Registrar's Office (Supreme Court) consists of the following sections:

- Legal
- Judiciary support staff
- Sheriff's Office
- SC Registry Operations which consists of Criminal Registry, Listings and Admissions and Civil Registry which provides support to Magistrates and Supreme Court

Sheriff's Office

The Sheriff's Office assists in the operation of the courts by ensuring that all courtroom procedures are carried out correctly and that order and security are maintained in the courts and tribunal precincts. The Office assists vulnerable witnesses whilst they give evidence in remote locations. The Office also undertakes the administrative duties associated with jury service and assist members of the public who have been summonsed for jury service and are also responsible for the service and execution of process and enforcement of civil judgements.

The Sheriff's Office is responsible for implementing the security framework within the courts and tribunal precincts and implement strategies to mitigate risks to judicial members, staff and court users.

POSITION OVERVIEW

The Security and Intelligence Coordinator will engage with high level stakeholders, including judiciary, ACT Corrective Services and ACT Policing to manage a range of security functions and services for the ACT Courts and Tribunal. They will provide frontline security advice and services to ensure a safe and secure courts and tribunal environment; manage serious incidents and return operations to normal in a timely manner following serious incidents. They will gather intelligence, undertake risk assessments and prepare and implement strategies to mitigate risks within the courts and tribunal environments.

The Security and Intelligence Coordinator is responsible for providing security assurance for the appropriate management of information, operations and capabilities within the ACT Courts and Tribunal and providing advice on balancing security risk with organisational outcomes.

The Security and Intelligence Coordinator will work closely with a range of internal and external stakeholders, including ACT Policing and ACT Corrective Services to integrate, synchronise and balance physical, procedural and dynamic security strategies to effectively identify, assess and manage security.

Important: This position may be exposed to sensitive and/or traumatic situations and material. Please speak with the contact officer to discuss the interactions and/or material you might be exposed to.

Flexible Working/Hybrid Options: Due to the operational requirements of the role, hybrid working arrangements are not suitable for this position.

WHAT YOU WILL DO

Under the general direction of the ACT Sheriff, the Security and Intelligence Coordinator will:

1. Develop, implement and review policies and practices, systems and process relating to security and intelligence within the ACT Law Courts and Tribunal.
2. Liaise with Judges, Magistrates, Tribunal Members, Court staff, Legal Practitioners and relevant government directorates regarding security and intelligence matters and more complex enquiries.
3. Provide procedural, accurate and timely advice and information to clients and relevant agencies where appropriate regarding practices and procedures.
4. Check and process documentation under ACT Courts and ACT Civil and Administrative Tribunal legislation and practice directions.
5. Develop and foster effective working relationships across the Courts and Tribunal to achieve effective outcomes.
6. Exercise statutory appointment as Deputy Sheriff under the direction of the Sheriff.
7. Supervise, support and guide staff within the ACT Sheriff's Office.
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 understanding of security and intelligence frameworks.
2. Demonstrated understanding of how to undertake and implement risk assessments.
3. Demonstrated high level communication skills, and ability to communicate with influence.

Behavioural Capabilities

1. Demonstrated ability to lead and mentor a team of professional staff and deliver professional services.
2. Demonstrated ability to develop and maintain effective relationships with a wide range of stakeholders, both internal and external.
3. Demonstrated conceptual and analytical skills, and proven ability to make sound judgements, resolve problems and provide flexible solutions in a dynamic and complex work environment.

Compliance Requirements/Qualifications

1. Computer literacy skills are relevant to this role as you will use several computer software programs to undertake the tasks of this role.
2. Experience working in client facing or customer service roles is highly desirable.
3. Driver's licence Class C is essential.
4. Deputy Sheriffs are required to wear a uniform and conform with dress code and personal appearance guidelines.
5. To be eligible for permanent or temporary employment within the ACT Public Service you must be an Australian citizen, a permanent resident or hold a valid work visa.

6. 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.
7. The successful candidate will be required to undergo a National Criminal History check.
8. This position does not require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of **Security and Intelligence Officer (P24472)** 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	Frequently
Sitting at a desk	Frequently
Standing for long periods	Frequently
Designated workstation	Frequently

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	Occasionally
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)	Frequently
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	Occasionally

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	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Occasionally
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	Frequently
Personal Protective Equipment (PPE) required	Never