ACT Government
Justice and Community Safety

POSITION DESCRIPTION

Directorate: Justice and Community Safety

Division: ACT Corrective Services

Business Unit: Operational Support Branch, Policy Unit

Position Title: Senior Policy Officer

Position Requirements: Nil

Position Number: P45889

Classification: Administrative Service Officer Class 6 (ASO6)

Location: Canberra City, Ngunnawal Country

Last Reviewed: 28/10/2026

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 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

DIVISION OVERVIEW

ACT Corrective Services (ACTCS) is a part of the Justice and Community Safety Directorate, which delivers and contributes to upholding the rule of law, the Westminister style of democratic government and the principles of fairness, equity and tolerance in the relationship between the government and our community.

Our Values: Respect | Integrity | Collaboration | Innovation | Dignity

Our Vision: To be recognised as a leader in the provision of effective Corrective Services which positively change lives, reduce re-offending and prevent future victims.

Our Mission: To contribute to a safer community through:

- The safe, secure, decent and humane management of offenders both in custody and the community; and
- The provision of sustainable opportunities for offenders to lead law abiding and productive lives in the community through rehabilitation and reintegration.

BUSINESS UNIT OVERVIEW

Operational Support Services provides a range of support services through the delivery of the following core functions:

- **Office of the Commissioner** - provides high level support across a broad range of functions to the ACTCS Executive.

- **Policy and Risk Management** – incorporating policy management, quality assurance and risk management.
- **Program Management Office (PMO)** – incorporating program and project management services, including support to design and develop project artefacts and responsibility for reporting.
- **Sentence Administration Board (SAB) Secretariat** – provides secretariat services and serves as the professional and administrative arm, supporting the Board in fulfilling its statutory responsibilities under the Crimes (Sentence Administration) Act 2005 and the Crimes (Sentence Administration) Regulation 2006.
- **Sentence Admin Section (SAS)** - is responsible for the management of independent and robust detainee security classification processes, and the timely and accurate administration of detainee sentences, parole orders and community sentences.

The **Policy Unit** is responsible for:

- Developing, reviewing, and overseeing operational policy, including facilitating consultation and ensuring documents are informed by a wide variety of perspectives.
- Developing best practice strategic policy across the agency.
- Providing quality assurance for all policy documents.
- Providing high quality and timely advice to stakeholders on policy risks and issues.

POSITION OVERVIEW

The Senior Policy Officer contributes to and coordinates policy development, consultation with internal and external stakeholders, and provides high-quality policy advice. The Senior Policy Officer works collaboratively with internal and external stakeholders and facilitates mutually agreeable outcomes.

The Senior Policy Officer needs to be self-motivated, be able to respond quickly to changing priorities and show initiative, sound judgement and an ability to adhere to tight timeframes.

The Senior Policy Officer requires strong communication and organisational skills coupled with a strategic and solution-oriented approach.

WHAT YOU WILL DO

Under the limited direction of the Director, Policy Unit, the Senior Policy Officer will:

1. Develop strategic and operational policy, procedures, frameworks, guidelines and other related documents in partnership with internal and external stakeholders, based on evidence-based practice.

2. Provide advice, guidance, and direction in relation to policy and procedural practice, interpretation and governance, with particular regard to diversity lenses that consider groups with increased vulnerability in justice and correctional settings.
3. Build productive working relationships to ensure the development, review and monitoring of policies and procedures is completed in accordance with shared objectives.
4. Review, innovate and enhance operational and strategic policy and procedures through consultation with stakeholders, the Quality Assurance Team and external research for the identification of best practice.
5. Contribute to advice on operational and strategic policy issues, the application and interpretation of relevant legislation and whole-of-government policies, and recommendations relating to policy.
6. Maintain appropriate records in accordance with the *Territory Records Act*.
7. This position may 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, interpret legislation, and analyse information relating to the operations, policies and functions of the agency.
2. Well-developed communication skills including written, verbal, interpersonal and liaison skills.
3. Experience in stakeholder engagement and effective relationship management including the ability to consult, appropriately share information and support change activities.

Behavioural Capabilities

1. Ability to demonstrate a sound understanding of the implications of diversity and inclusion in policy, such as for Aboriginal or Torres Strait Islander culture, disability, gender diversity, Culturally and Linguistically Diverse (CALD) or intersectionality.
2. Demonstrated ability to manage competing priorities and meet multiple demands and deadlines in high pressure situations.
3. The ability to work effectively as part of a team and also autonomously.

Compliance Requirements/Qualifications

1. People who identify as or have lived experience of disability, Aboriginal and Torres Strait Islander, LGBTQI+ or other Culturally and Linguistically Diverse communities are strongly encouraged to apply.
2. Prior experience in human services policy development, corrective services, or relevant qualifications in social sciences would be an advantage.
3. The successful candidate will be required to undergo a National Police check.
4. 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.
5. 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.
6. This position does not require a pre-employment medical
7. 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 **Senior Policy Officer** (position number **P45889**) 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
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	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)	Occasionally
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	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Never

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	Occasionally
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

OTHER	FREQUENCY
Uniform required	Never

Personal Protective Equipment (PPE) required	Never