

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Division: Finance and Assurance

Business Unit: Governance, Assurance and Risk

Position Title: Director, Legal Risk Management and Coordination

Position Number: P72091

Classification: Senior Officer Grade B (SOGB)

Location: Canberra City Centre/Woden/Hybrid, ACT

Last Reviewed: July 2026

DIRECTORATE OVERVIEW

The Health and Community Services Directorate (HCSD) delivers a broad range of health and human services to support the wellbeing of the ACT Community and ensures our public health system meets the community's needs, now and into the future. HCSD provides strategic leadership on policy and population health direction for the ACT health system, ensuring services are innovative, effective, and responsive to community needs.

Alongside health strategy, HCSD is responsible for a range of human services including multicultural affairs, services for older people, housing, women's initiatives, family and domestic violence and homelessness services, and support for children, youth, and families. The Directorate also leads community disaster recovery and Aboriginal and Torres Strait Islander engagement.

HCSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

DIVISION OVERVIEW

The Finance and Assurance Division provides a range of corporate support services critical to the long-term success and sustainability of the Directorate. The Division is responsible for internal audit, governance and compliance, risk management, procurement and sector funding, budgeting and reporting, financial and capital reporting. The Division is also responsible for the oversight and management of legal risk within the Directorate, including the HCSD Legal Practice leader, who is an outposted lawyer from ACT Government Solicitor's Office (ACTGS).

BUSINESS UNIT OVERVIEW

The Governance, Assurance and Risk Branch is responsible for the oversight and management of key governance and assurance processes, including the internal audit and assurance program, support to the Senior Executive Responsible for Business Integrity and Risk (SERBIR), corporate planning and reporting, the Directorate's risk management framework, business continuity framework and protective security framework. The Branch is also responsible for overseeing legal risk management, including overseeing and

coordinating administration of legal matters, including claims management in Children, Youth and Families, requests for legal advice and responding to subpoenas.

POSITION OVERVIEW

The Legal Risk Management and Coordination Team coordinates the Directorate's engagement with key legal matters, including civil litigation relating to historical child sexual abuse in an institutional context. The team also work closely with the HCSD Legal Practice Leader and the ACTGS in establishing robust legal risk management processes across the Directorate.

The Director of Legal Risk Management and Coordination will, under broad direction from their Executive Branch Manager, work closely with senior executives, the ACT Government Solicitor (ACTGS) and the ACT Insurance Authority to lead the delivery of high-quality advice and support on civil claims and litigation responses and will develop, improve, and deliver high-quality procedures for this function. This includes using available systems to increase efficiency and strategically streamline processes and procedures.

The Director will also work closely with ACTGS and directorate executives on supporting and tracking legal related processes, including subpoenas that the Directorate receives, requests for legal advice, and assist ACTGS and the Executive Group Manager, Finance and Assurance on reporting of sensitive legal matters to the Director-General and the relevant Minister. The Director will also work closely with ACTGS and the Executives on a legal risk management framework, and reporting and escalation of key legal risks and matters.

WHAT YOU WILL DO

Under broad direction, the role will:

- Establish and oversight a legal risk management framework, including working closely with the HCSD Legal Practice Leader and divisional executives on legal risk, current matters, and processes.
- Establish and manage processes supporting the timely response to subpoenas and other court orders across HCSD.
- Provide high quality advice to guide and assist policy units to request legal advice and to respond to subpoenas.
- Lead the development, improvement, and delivery of high-quality processes and procedures for legal support to HCSD. This includes using available systems to increase efficiency, strategically streamline processes, and identify emerging legal risks in a timely way.
- Work with Directorate executives on emerging legal risk matters, and work with the Executive Branch Manager, Governance, Assurance and Risk and Executive Group Manager, Finance and Assurance to ensure appropriate mitigations have been identified and are worked through by the relevant business areas.
- Proactively coordinate responses to both litigated and pre-court civil claims relating to historical child sexual abuse in an institutional context (Children, Youth and Families), in consultation with agency stakeholders and in accordance with the ACT model litigant requirements.
- Ensure highly sensitive matters and files are organised, handled and stored appropriately in accordance with the *Territory Records Act 2002*, the *Children and Young People Act 2008* and records management policies.
- Comply with the ACTPS Code of Conduct, ACTPS Core Values and Signature Behaviours, ACTPS Respect Equity and Diversity Framework and the requirements of HCSD's Work Health and Safety Management System.
- Undertake other duties appropriate to this level of classification that contribute to the Directorate.

- This position involves 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. A strong understanding of Territory legislation and legal frameworks including those relevant to the Health and Community Services Directorate and a demonstrated capacity to plan for and provide strategic advice in relation to civil litigation and legal matters.
2. Demonstrated ability to exercise initiative, identify when service improvements are needed and develop effective ways in which appropriate improvements can be achieved, and adapt work practices in response to changing demands in the workplace.
3. Well-developed interpersonal, oral, and written communication skills, with the ability to tailor advice to a range of audiences.
4. Demonstrated capacity to provide quality assurance of relevant outputs, including briefings, papers and other documents produced and reviewed by the Legal Risk Management and Coordination Team.

Behavioural Capabilities

5. A history of developing productive working relationships with internal and external stakeholders, including a demonstrated ability to supervise staff.
6. Demonstrated understanding of ACTPS Values and Signature Behaviours, ethical standards, and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.
7. Proven resilience in the context of exposure to difficult and confronting content.

Compliance Requirements / Qualifications

- Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.
- Prior to commencement, registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Qualifications in law or relevant experience is highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director, Legal Risk Management and Coordination (position number P72091) 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	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
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	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	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally

Bending/squatting	Occasionally
Push/pull	Never
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	Occasionally
Exposure to potentially distressing case material	Frequently

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