



POSITION DESCRIPTION

Agency: Cultural Facilities Corporation

Position Number: 1128

Business Unit: Corporate

Classification: SOG C (\$127,597 - \$136,873)

Position Title: Assistant Director, Safety, Security and Resilience

Location: Civic Square

Last Reviewed: August 2026

OVERVIEW

The Cultural Facilities Corporation (CFC) is an ACT Government statutory authority established under the *Cultural Facilities Corporation ACT (1997)*.

The CFC's role is to manage, develop, present, and promote cultural activities across the ACT through a diverse portfolio of performing arts, visual arts, social history and heritage venues. It has specific management responsibilities at:

- [The Canberra Theatre Centre](#)
- [Canberra Museum and Gallery including The Nolan Collection](#)
- [Lanyon Homestead](#)
- [Calthorpes House](#)
- [Mugga-Mugga Cottage](#)
- [Albert Hall](#)

As the ACT Government's largest cultural organisation, the CFC plays a central role in connecting communities with rich artistic and cultural experiences. The CFC's mission is to create transformative cultural experiences that spark imagination and foster connection. Through its venues and programs, the organisation brings together artists, audiences and partners to deliver engaging performances, exhibitions and events, while preserving and interpreting significant collections and heritage places.

This work is supported by strong corporate and operational functions—including finance, marketing, people and culture, facilities management and capital works—which enable high-quality delivery, sustainable operations and continuous improvement across the organisation.

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, and understand, demonstrate and work within the principles and practices of Workplace Diversity and Equity, Workplace Relations and Work, Health and Safety and the ACT Public Service Code of Conduct.

POSITION OVERVIEW

The Assistant Director, Safety, Security and Resilience supports the Director, People, Culture and Capability in delivering contemporary safety, security and organisational resilience functions across CFC. The role provides leadership of the organisation's work health and safety framework and supports the development of systems, policies and practices that promote safe, secure and compliant operations across a diverse and operationally complex environment.

In a period of significant organisational growth and transformation, the position plays a key role in supporting organisation-wide change to ensure the CFC is prepared to operate in a substantially expanded and more complex environment, including the introduction of the new Lyric Theatre. This includes working closely with the Executive Director, Canberra Theatre Centre, senior leaders and project teams to strengthen work health and safety, organisational resilience, protective security, business continuity and compliance frameworks that support safe, secure and sustainable operations at scale.

The position works closely with the Director, Governance, Audit and Risk to support risk management, assurance, compliance, business continuity and resilience activities across the organisation. The role contributes to the implementation of governance frameworks and continuous improvement initiatives that strengthen organisational performance and accountability.

The position provides operational coordination on behalf of the Agency Security Advisor and leads the coordination of protective security activities, security risk management and associated compliance requirements in accordance with ACT Government security obligations.

This position is full-time at 36.75 hours per week.

WHAT YOU WILL DO

Under the limited direction of the Director, People, Culture and Capability, the Assistant Director will:

1. Lead the development, implementation and continuous improvement of the CFC's work health and safety management framework.
2. Provide expert advice on WHS legislation, compliance requirements, incident management and risk mitigation strategies.
3. Develop and maintain WHS policies, procedures, management systems and assurance processes.
4. Coordinate workplace inspections, audits, investigations and corrective actions.
5. Develop and deliver safety training, awareness initiatives and organisational capability programs.
6. Monitor organisational compliance with WHS legislation and provide advice on emerging risks and improvement opportunities.
7. Support managers in fostering a positive safety culture and meeting legislative obligations.
8. Coordinate protective security responsibilities on behalf of the Agency Security Advisor, including:
 - security risk assessments;
 - personnel security requirements;
 - physical security arrangements;
 - information security awareness activities;

- implementation of protective security policies and procedures.
9. Coordinate compliance with ACT Government protective security obligations and associated reporting requirements.
 10. Lead the development, maintenance and testing of business continuity, disaster recovery and organisational resilience frameworks.
 11. Coordinate emergency preparedness, incident response and recovery planning activities.
 12. Support organisational risk management, audit and assurance activities in partnership with the Director, Governance, Audit and Risk.
 13. Maintain relevant registers, business systems, records and reporting tools associated with safety, security and resilience functions.
 14. Prepare high-quality reports, executive briefings, submissions and correspondence, including contributions to Annual Report, whole-of-government, audit, assurance and statutory reporting requirements.
 15. Develop productive working relationships with internal stakeholders, government agencies, regulators and external service providers.
 16. Lead and develop staff, contractors and consultants within the relevant portfolio by setting clear expectations, managing performance and resources, building capability and promoting accountability, collaboration and continuous improvement.
 17. Undertake other duties as required in alignment with organisational priorities.

WHAT YOU REQUIRE

The following capabilities and experience are required to perform this role:

1. Demonstrated experience in work health and safety, organisational resilience, risk management, protective security, emergency management or related disciplines, including the development and implementation of organisational frameworks and management systems.
2. Strong knowledge of contemporary work health and safety principles and risk management practices, including the ability to provide practical advice, drive compliance and promote a positive organisational safety culture.
3. Experience in business continuity, resilience and emergency preparedness activities, including the development, testing and maintenance of organisational preparedness and recovery arrangements.
4. Highly developed communication, analytical and stakeholder engagement skills, including the ability to interpret legislative and policy requirements, prepare high-quality reports and influence organisational outcomes.
5. Demonstrated ability to support safe, secure and compliant operating environments, including the application of risk-based safeguarding, protective security, emergency preparedness and organisational assurance practices.

Qualifications and experience:

- Qualifications in Work Health and Safety, Risk Management, Governance, Security, Emergency Management or a related discipline are desirable.
- Knowledge of ACT Government Protective Security requirements would be highly regarded

The ACT Public Service 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 and those who identify as LBGTIQ+ are encouraged to apply.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of this role and indicates how frequently each of these requirements would be performed. Please note that Cultural Facilities Corporation 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	Occasionally

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 (ADOs)	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)	Never
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
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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	Occasionally

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	Never

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