

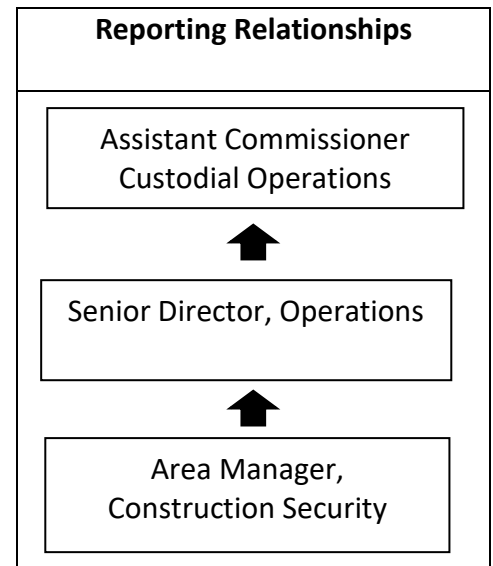


**ACT**  
Government

Justice and Community Safety

# POSITION DESCRIPTION

|                             |                                     |
|-----------------------------|-------------------------------------|
| <b>Directorate</b>          | Justice and Community Safety        |
| <b>Business Unit/Agency</b> | ACT Corrective Services             |
| <b>Branch</b>               | Custodial Operations                |
| <b>Position Number</b>      | P72076                              |
| <b>Position Title</b>       | Area Manager, Construction Security |
| <b>Classification</b>       | Correctional Officer Class 3        |
| <b>Location</b>             | All ACT Corrective Services Sites   |
| <b>Last Reviewed</b>        | July 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

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ACT Corrective Services is a part of the Justice and Community Safety Directorate, which delivers and contributes to upholding the rule of law, the Westminster 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.

## BRANCH OVERVIEW

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**Custodial Operations** is responsible for the:

- secure operations of the Alexander Machonochie Centre (AMC) and the Court Transport Unit (CTU);
- safe and humane management of detainees; and
- delivery of rehabilitative opportunities for detainees through programs, industries and education

The Court Transport Unit is responsible for transporting detainees and remandees; and providing safe care and custody of detainees and remandees in the ACT Courts.

## POSITION OVERVIEW

Working closely with Custodial Operations Senior Management team and other stakeholders, the Area Manager, Construction Security is an enabling role to ensure capital works proceed in a way that ensures the objectives of the organisation are met, while effectively managing all matters relating to security of construction works, including site access, safety, risk, and resources in a cost effective and efficient manner in accordance with legislation, policy, procedures, industry best practice and budgets.

## WHAT YOU WILL DO

1. Implement and enforce policies and procedures to control site access and security for approved capital works and related investigatory, planning and design activities, including but not limited to:
  - Managing capital works contractor approval processes, including security and background checks.
  - Inducting capital works contractors into site specific safety, security and access systems.
  - Manage capital works contractor tool, vehicle, plant, equipment, material and waste management systems.
  - Create and manage permits and approvals relating to capital works, including but not limited to hot works and electronic item exemptions.
  - Contribute to risk assessments for high-risk capital works.
  - Coordinate and schedule contractor access with all relevant stakeholders to expedite work, minimise disruption and minimise risk.
  - Create, implement and manage operational orders; and
  - Escort and oversee the escorting of contractors including supplementing and managing barrier controls and posts relating to construction.
2. Develop a staffing model proposal to enable the capital works to safely operate on site.
3. With the assistance of others, contribute to the final scoping activities for the capital works, with a focus on the resourcing requirements for the works.
4. Recruit to and manage the proposed team that will support construction security activities including the implementation of scheduling, rostering, and training/development including the provision of work performance assessments and feedback.
5. Contribute to the management of all aspects of security of approved capital work areas including storage, stockpile, ablutions, staging, amenities, parking, site offices, waste accumulation, barriers, screening and work zones.
6. Where suitable, involve, supervise, coach, train, instruct and work with detainees on construction projects, including those with a history of serious crime, to develop their work skills in order to enhance their post-release employment opportunities.
7. Assist with the operationalisation of upgraded infrastructure and equipment including but not limited to the creation and updating of documents, policies, procedures and staff training systems.
8. Prepare reports and undertake investigations as required.
9. Work in any ACT Corrective Services site, as required.
10. Undertake other duties appropriate to this level of classification which contribute to the effective and efficient operation of the organisation.
11. Maintain records in accordance with the *Territory Records Act 2002*.

## **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. Advanced knowledge of correctional centre functional and dynamic security principles including prevention, delay, detection, and response, specifically relating to capital works activities.
2. Demonstrated experience in the management of resources such as financial, human, information technology and records within policy guidelines and procedures.
3. Excellent verbal and written communication skills along with demonstrated ability to persuade, influence and compose complex written materials including reports, operational orders, submissions, and procedural policies.

### **Behavioural Capabilities**

1. Ability to lead, motivate and train staff, to establish priorities and effectively manage security with competing deadlines.
2. High level interpersonal skills with the ability to build and maintain professional working relationships including the ability to consult, negotiate and liaise effectively with a diverse range of people.
3. Actively contribute to an ethical public sector workplace and participate in ethical decision-making within a custodial environment.

### **Compliance Requirements/Qualifications**

1. Relevant custodial experience and a Certificate III in Correctional Practice is essential.
2. Current unrestricted Driver's license is essential.
3. Relevant experience or qualifications in at least one of the following areas is desirable:
  - Risk management
  - Frontline management
  - Community safety
  - Security management
4. Hold the following qualification or be able to obtain before on-site work commencement:
  - Construction induction (white card) with related sub-courses including asbestos and Silica awareness.
  - Senior first aid
5. This position requires pre-employment psychological and medical testing and Police record check.
6. This position requires registration under the Working with Vulnerable People (Background Checking) Act 2011.

## WORK ENVIRONMENT DESCRIPTION

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The following work environment description outlines the inherent requirements of the role of Correctional Officer Class 3 (P72076) 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   |
| 2-way radio use             | Frequently   |
| General computer use        | Frequently   |
| Extensive keying/data entry | Occasionally |
| Graphical/analytical based  | Occasionally |
| Sitting at a desk           | Frequently   |
| Standing for long periods   | Frequently   |
| Designated workstation      | Occasionally |

| STANDARD HOURS                                                                             | FREQUENCY    |
|--------------------------------------------------------------------------------------------|--------------|
| Flexible working hours (access to flex time)                                               | Never        |
| Fixed or specified start/finish times                                                      | Occasionally |
| 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                                                                        | Frequently   |

| 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                            | Frequently   |

| <b>PHYSICAL DEMANDS</b>                                      | <b>FREQUENCY</b> |
|--------------------------------------------------------------|------------------|
| Distance walking (large buildings or inter-building transit) | Frequently       |
| Working outdoors                                             | Frequently       |

| <b>MANUAL HANDLING</b>                                    | <b>FREQUENCY</b> |
|-----------------------------------------------------------|------------------|
| Lifting 0 – 5kg                                           | Frequently       |
| Lifting 5 – 10kg                                          | Frequently       |
| Lifting 10kg+                                             | Frequently       |
| Climbing                                                  | Frequently       |
| Reaching                                                  | Frequently       |
| Bending/squatting                                         | Frequently       |
| Push/pull                                                 | Frequently       |
| Sequential repetitive movements in a short amount of time | Frequently       |

| <b>TRAVEL</b>                         | <b>FREQUENCY</b> |
|---------------------------------------|------------------|
| Frequent travel – multiple work sites | Occasionally     |
| Frequent travel – driving             | Occasionally     |
| Frequent travel – interstate          | Never            |

| <b>SPECIFIC HAZARDS</b>                           | <b>FREQUENCY</b> |
|---------------------------------------------------|------------------|
| Working at heights                                | Occasionally     |
| Exposure to extreme temperatures                  | Frequently       |
| Operation of heavy machinery e.g. forklift        | Occasionally     |
| Confined spaces                                   | Occasionally     |
| Excessive noise                                   | Frequently       |
| Low lighting                                      | Occasionally     |
| Handling of dangerous goods/equipment             | Occasionally     |
| Working with asbestos                             | Occasionally     |
| Potential to encounter agitated customers         | Occasionally     |
| Exposure to potentially distressing case material | Occasionally     |

| OTHER                                        | FREQUENCY  |
|----------------------------------------------|------------|
| Uniform required                             | Frequently |
| Personal Protective Equipment (PPE) required | Frequently |