



POSITION DESCRIPTION

Directorate: Justice and Community Safety

Position Number: P07199

Division: Community Safety Policy and Programs

Classification: Senior Officer Grade C (SOGC)

Business Unit: Public Safety and Emergency Management

Location: Canberra City, Ngunnawal Country

Last Reviewed: 22/09/2026

Position Title: Assistant Director Emergency Management Policy and Programs

Position Requirements: Negative vetting 1 security clearance (or ability to obtain)

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

The Community Safety Policy and Programs Division (CSPP) includes the Public Safety and Emergency Management Branch, Security Branch, the Justice Transformation and Community Safety Branch, First Nations Justice Branch and the ACT National Firearms Register Program Management Office.

The Division collaborates across government (and nationally) to deliver strategic policy advice and deliver programs and activities to make the ACT community safer, more secure and resilient. CSPP is primarily responsible for the development and coordination of strategic advice and programs on matters of community safety that prevent crime, reduce the likelihood of reoffending, increase the security of government, community spaces and people and manage the consequences of, and recovery from events, emergencies and disasters. CSPP works closely with national security and emergency management agencies, ACT Policing, the ACT Emergency Services Agency and Corrections. It also works closely with the Legislation, Policy and Programs division of JACS in support of coordinated legislative reform and programs of common interest.

CSPP has a whole of government focus and works closely with security and emergency personnel in all directorates. CSPP also provides high level policy advice and secretariat support to several whole of Government committees that coordinate security and emergency matters across the ACT.

BUSINESS UNIT OVERVIEW



The Public Safety and Emergency Management Branch provides strategic leadership for the ACT Government's public safety, policing and emergency management systems. The Branch is responsible for the stewardship and administration of legislative, governance, policy and capability frameworks that support community safety across the Territory, including oversight of the ACT Policing Agreement, emergency management arrangements, and strategic advice to Government on policing, emergency management and community safety priorities.

The Branch oversees the ACT Government Policing Agreement and related structures, leads whole-of-government emergency management policy, preparedness and capability development, ensuring the ACT's arrangements remain contemporary, integrated and ready to support prevention, preparedness, response and recovery activities. It oversees emergency planning, exercising, lessons management, disaster resilience initiatives and Commonwealth-funded resilience programs, while working collaboratively with government agencies, emergency services, community organisations and national partners to strengthen the Territory's resilience to future risks and emergencies.

The Branch is also the ACT Government's lead coordinating area for disaster recovery policy, planning and capability. It supports whole-of-government recovery governance and arrangements, including the ACT Recovery Committee established under the ACT emergency management framework, and works across agencies to coordinate recovery planning and delivery that assists communities, businesses and government to recover from the impacts of emergencies and disasters. The Branch also delivers targeted crime prevention and community safety programs that contribute to safer, stronger and more resilient communities.

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 demonstrate the related signature behaviours.

POSITION OVERVIEW

The Assistant Director Emergency Management Policy and Programs is responsible for supporting the development and implementation of high-level whole-of-government emergency management policies, programs and strategic initiatives that enhance preparedness, strengthen recovery capability and improve community resilience across the ACT. The role contributes to ensuring government, community and business sectors are better equipped to prepare for, withstand, recover from and adapt to the impacts of emergencies and disasters.

The Assistant Director will support the Director, Emergency Management Capability and Preparedness in leading the development of strategic policy and capability initiatives, with a strong emphasis on recovery preparedness, capability development and continuous improvement. The position is responsible for coordinating and delivering strategic projects on behalf of the Security and Emergency Management Senior Officials Group (SEMSOG), other governance bodies



and Ministers, helping to drive a coordinated and effective whole-of-government approach to emergency management, recovery and resilience.

WHAT YOU WILL DO

Under the limited direction of the Director, Emergency Management Capability & Preparedness, the Assistant Director Policy and Programs will:

1. Collaborate with stakeholders to design, develop and implement policies and projects that are evidence informed and support and strengthen whole-of-government and community resilience and recovery capability.
2. Support the management of programs relevant to the strategic priorities of the Community Safety Policy and Programs Division that support and strengthen whole-of-government emergency management capability.
3. Support the management of funding programs in accordance with the relevant legislative, national and ACT Government frameworks and policies.
4. Provide policy advice to the Justice and Community Safety Directorate Executives, Senior Officials and the ACT Government on emergency management policy matters.
5. Prepare complex documents, including committee papers, executives reports, ministerial briefings, cabinet submissions, assembly business documents and other government documents.
6. Represent the Community Safety Policy and Programs Division on a range of ACT Government and Commonwealth Agency working groups or forums to achieve required objectives and maintain ACT Government representation and interests.
7. This position does not 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 experience in reviewing, enhancing, developing and producing strategic policy and experience in managing and delivering strategic projects in an emergency management or similar environment.
2. Demonstrated experience in stakeholder management including the ability to work collaboratively to achieve positive focussed results.



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3. Well-developed communication skills both oral and written, with experience communicating with a diverse range of stakeholders.

Behavioural Capabilities

1. Well-developed liaison, negotiation and interpersonal skills, including the ability to develop and foster productive relationships with a wide range of internal and external stakeholders to achieve policy and strategic outcomes.
2. Advanced organisational skills, including the ability to effectively manage multiple tasks, determine priorities and deliver outcomes under tight timeframes to achieve government priorities.
3. Demonstrates innovation and agility by adapting to evolving emergency management and recovery challenges, leveraging lessons processes to improve capability, and driving continuous improvement across policies, programs and practices.



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Compliance Requirements/Qualifications

1. This position is a designated security assessed position and will require having, or ability to obtain, a Negative Vetting 1 Security Clearance.
 2. An understanding of the emergency management governance arrangements of the ACT, and Commonwealth recovery programs is advantageous and desirable.
 3. The ability, as required, to be recalled to duty - including working out of hours or on weekends to support the Public Safety and Emergency Management Branch's whole-of-government disaster and crisis management functions.
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WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director Emergency Management Policy and Programs (P07199) 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 – <i>at office</i>	Never

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	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)	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)	Never
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	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	Occasionally

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