

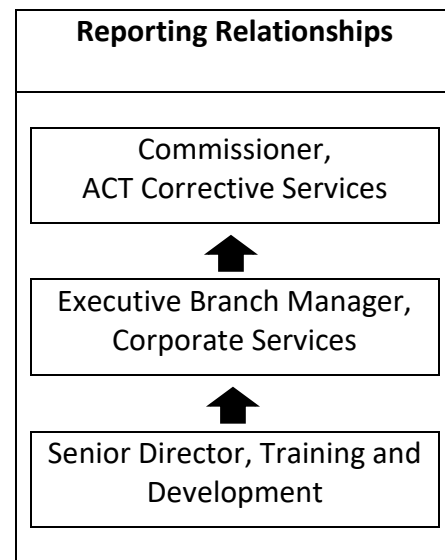


**ACT**  
Government

Justice and Community Safety

# POSITION DESCRIPTION

|                             |                                           |
|-----------------------------|-------------------------------------------|
| <b>Directorate</b>          | Justice and Community Safety              |
| <b>Business Unit/Agency</b> | ACT Corrective Services                   |
| <b>Branch</b>               | Corporate Services                        |
| <b>Position Number</b>      | 49215                                     |
| <b>Position Title</b>       | Senior Director, Training and Development |
| <b>Classification</b>       | Senior Officer Grade A (SOA)              |
| <b>Location</b>             | 2 Constitution Ave, Canberra City         |
| <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 (ACTCS) 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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The Corporate Services Branch encompasses specialist functions that are essential to the effective delivery of ACT Corrective Services. It is responsible for providing key administrative and strategic support across the organisation, covering the following business areas:

- **Information, Security and Business Solutions**
- **People and Culture**
- **Finance and Business Services**
- **Training and Development Unit (TDU)**
- **Strategy, Data and Research (SDR)**

Corporate Services functions work collaboratively across ACTCS to support the Commissioner and the operational areas of the agency, ensuring alignment with strategic priorities and the efficient delivery of services.

The **Training and Development Unit** is responsible for co-ordinating, designing, delivering and administering training and development activities to provide all ACTCS employees with the knowledge and skills to perform their roles competently. The core objective of the unit is to support the ongoing professionalisation of the workforce and ensure skills reflect modern practice. The scope of activity extends from initial entry level training for Custodial and Community Corrections Officers, through to oversight of ongoing mandatory and specialist training including management and leadership development and assessment and accreditation towards relevant qualifications.

As a Registered Training Organisation (RTO), the Unit is accountable to external regulators for all aspects of compliance that relate to assessing and issuing nationally recognised qualifications, specifically the Certificates III and IV in Correctional Practice for both Community Corrections and Custodial Officers. The Unit also administers and co-ordinates training and development opportunities, including vocational and tertiary studies offered by external providers, for all ACTCS employees as identified and authorised by their managers.

## **POSITION OVERVIEW**

The Senior Director, Training and Development is accountable for organisational development and workforce capability management in collaboration with internal and external stakeholders. The role provides strategic leadership across training and development functions, including the Recruit and Mandatory Training Team and the Specialist and Management Training Team, while also supporting broader organisational capability initiatives.

The Recruit and Mandatory Training Team is responsible for delivering end-to-end training programs for correctional officers across custodial and community-based environments. The Specialist and Management Training Team oversee the organisation's Learning Management System, coordinates specialised learning and development programs, and maintains accountability for the Registered Training Organisation (RTO) licence on behalf of the Commissioner.

The Senior Director, Training and Development promotes practices and initiatives that support a high-performing organisation, enhance workforce productivity and professional standards, and enable the delivery of quality services to detainees and offenders. The role plays a key leadership role in shaping and developing workforce capability to meet current and future organisational needs.

Working collaboratively with divisional leaders and People Culture and Safety within JACS, the Senior Director leads and supports strategic workforce planning, the prioritisation of learning and development initiatives, capability and competency framework development, leadership development, and induction programs. This work contributes to building and sustaining the workforce capability required to achieve ACTCS's strategic objectives and operational priorities.

## **WHAT YOU WILL DO**

Under the limited direction of the Executive Branch Manager, Corporate Services, the Senior Director, Training and Development will:

1. Motivate, lead and inspire the Training and Development business unit, including identifying and supporting training and professional development activities in line with operational and strategic goals.
2. Manage the Unit's resources and central training budget to support the delivery of organisational learning and workforce capability initiatives, ensuring alignment with ACTCS strategic and operational priorities and effective management of business risks.

3. Lead the agency's workforce capability strategies including policy and procedure development, ensuring compliance and continuity with the appropriate ACTPS and JACS governance and strategy frameworks. This includes (but is not limited to):
  - a) ACTCS Organisational Learning and Development Strategy and annual prioritised learning plans;
  - b) ACTCS Leadership Capability Framework;
  - c) Capability frameworks for key functional areas in each Division.
4. Oversee the quality and continuous improvement programs for all training and professional development activities including the corporate, custodial and community corrections environments.
5. Manage the agency's RTO status and the procurement of high-quality specialist external training programs and services.
6. Promote and ensure work practices align with public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace diversity, participative work practices and occupational health and safety principles and practices.
7. This position provides leadership and management across multiple teams and is responsible for the effective supervision, development and performance of staff to achieve organisational objectives.

## **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 and expertise in the organisational development and workforce capability environment.
2. Demonstrated experience and expertise in leading a complex learning, development and workforce capability function, including financial and human resource management, strategic and business planning, governance, risk management, and the delivery of training and development programs to meet organisational and operational requirements.
3. Demonstrated ability to understand the impact of change, manage positive stakeholder relationships and communicate effectively to influence and negotiate outcomes.

### **Behavioural Capabilities**

1. Demonstrated organisational skills, including the ability to effectively manage multiple tasks, determine priorities and demonstrate resilience in high pressure situations.
2. Demonstrated experience in managing a team with the ability to develop and maintain a positive team environment and to demonstrate sound judgement and motivate staff working in a high-pressure environment.

### **Compliance Requirements/Qualifications**

1. Relevant tertiary qualifications in training and assessment, design and/or development are highly desirable.
2. Leadership and/or management qualifications will be highly regarded.
3. The successful candidate will be required to undergo a National Police check.

4. This position requires a pre-employment medical.
5. 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.
6. 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.

## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of **Senior Director, Training and Development (PN 49215)** 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                            | Never        |

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

| <b>MANUAL HANDLING</b>                                    | <b>FREQUENCY</b> |
|-----------------------------------------------------------|------------------|
| Lifting 0 – 5kg                                           | Occasionally     |
| Lifting 5 – 10kg                                          | Occasionally     |
| Lifting 10kg+                                             | Occasionally     |
| Climbing                                                  | Never            |
| Reaching                                                  | Occasionally     |
| Bending/squatting                                         | Occasionally     |
| Push/pull                                                 | Occasionally     |
| Sequential repetitive movements in a short amount of time | Occasionally     |

| <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                         | Never            |
| Exposure to extreme temperatures           | Never            |
| Operation of heavy machinery e.g. forklift | Never            |
| Confined spaces                            | Never            |
| Excessive noise                            | Occasionally     |
| Low lighting                               | Occasionally     |
| Handling of dangerous goods/equipment      | Occasionally     |
| Working with asbestos                      | Never            |
| Potential to encounter agitated customers  | Occasionally     |

|                                                   |              |
|---------------------------------------------------|--------------|
| Exposure to potentially distressing case material | Occasionally |
|---------------------------------------------------|--------------|

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