



POSITION DESCRIPTION

Directorate: Justice and Community Safety

Position Number: P47900

Business Unit: Corporate

Classification: Administrative Services Officer
6 (ASO6)

Branch: Governance and Business
Improvement

Location: Canberra, Ngunnawal Country

Position Title: Audit Secretariat and
Assurance Officer

Last Reviewed: 09/09/2026

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 OVERVIEW

The Chief Operating Officer (COO) oversees the delivery of corporate business functions through JACS Corporate.

JACS Corporate is a client-focused group that provides support and strategic advice to business units and partners with them to deliver on the Directorate's strategic and operational objectives.

JACS Corporate comprises of the following Branches:

- Communication and Engagement
- Governance and Business Improvement
- Chief Information Office
- Capital Works and Infrastructure
- People and Workplace Strategy
- Strategic Finance



BRANCH OVERVIEW

The Governance Branch is responsible for providing support to the Director-General and the Directorate as a whole in the areas of:

- Assembly, Cabinet, Ministerial
- Governance, Coordination and Reporting

The Governance, Coordination and Reporting team is responsible for the delivery of high-quality services in regard to:

- Audit
- Risk
- Business Continuity
- Delegations
- Fraud and Integrity
- Records Management
- Freedom of Information
- Privacy
- Complaints Policy
- Coordination and Reporting
- Policy and Procedures
- Security

POSITION OVERVIEW

The Audit Secretariat and Assurance Officer works with the Assistant Director, Internal Audit in leading, developing and delivering the internal audit and assurance functions of the directorate. The Audit Secretariat and Assurance Officer is specifically responsible for delivering secretariat support for the Audit and Risk Committee, including minute taking, following up on action items and maintaining the recommendation register. The position also assists in the delivery of internal compliance and assurance reviews and the management of the Enterprise Risk Management software database.

WHAT YOU WILL DO

Under the limited direction of Assistant Director, Internal Audit, the position will:

1. Lead the delivery of a professional secretariat function for the Audit and Risk Committee.
2. Maintain a range of audit databases, including the coordination and quality assurance of updates from business units on the status of recommendations.



3. Individually, or as a member of a small team, undertake assurance reviews and compliance checks to assist with the delivery of relevant audit and assurance programs.
4. Research, analyse and present information associated with current practices in internal audit in order to develop relevant procedures and policies.
5. Support and contribute to activities associated with the internal audit function.
6. Prepare high quality written briefs and reports to the JACS Executive as required, including briefings on insurance statistics.
7. Administer and maintain the Enterprise Risk Management system (RiskWare) and provide guidance to JACS business units as required.
8. Lead and oversee the procurement process for audit requirements, ensuring compliance with legislative and policy requirements and value for money.
9. Develop and foster effective working relationships across the Justice and Community Safety Directorate and external stakeholders to achieve effective outcomes.
10. 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 ability to deliver professional secretariat support including the ability to prepare high-quality meeting papers and minutes and manage any associated actions arising from meetings.
2. High level research and analytical skills to collect and critically analyse information, report on findings and prepare evidence and risk-based recommendations.
3. Demonstrated interpersonal, oral, and written communication skills, including the ability to prepare high-quality written briefs and reports.

Behavioural Capabilities

1. Experience in developing and maintaining productive working relationships with internal and external stakeholders, including a demonstrated ability to manage sensitive and confidential issues with integrity.
2. Strong organisational skills and the demonstrated ability to be proactive, flexible and to manage competing priorities while working under pressure and within required timeframes.
3. Ability to work effectively both independently and as part of a small team with limited supervision.



Compliance Requirements/Qualifications

1. Knowledge, experience and qualifications relevant to an internal audit role will be highly regarded but are not essential.
 2. 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.
 3. 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.
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WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Audit Secretariat and Assurance Officer (P47900) 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	Occasionally
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation – This position operates in an activity-based work environment	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	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)	Frequently
Working in a call centre environment	Never
Working directly with the public	Never



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	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

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



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Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Never

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