

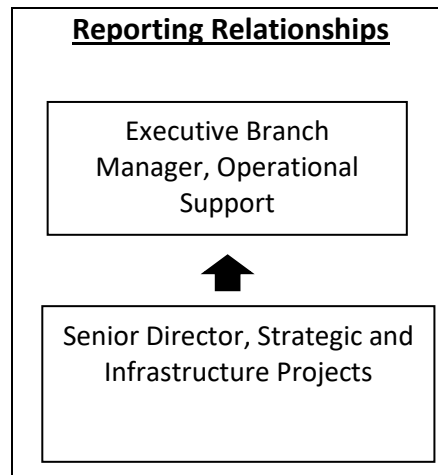


ACT
Government

Justice and Community Safety

POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit/Agency	ACT Corrective Services
Branch	Operational Support
Position Number	P62414
Position Title	Senior Director, Strategic and Infrastructure Projects
Classification	Senior Officer Grade A (SOG A)
Location	2 Constitution Avenue, Canberra City
Last Reviewed	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

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

Operational Support provides a range of support services through the delivery of the following core functions:

- **Office of the Commissioner** – provides high level support across a broad range of functions to the ACTCS Executive.
- **Policy and Risk Management** – incorporating policy management, quality assurance and risk management.
- **Program Management Office (PMO)** – incorporating program and project management services, including support to design and develop project artefacts and responsibility for reporting.
- **Sentence Administration Board (SAB) Secretariat** – provides secretariat services and serves as the professional and administrative arm, supporting the Board in fulfilling its statutory responsibilities under the Crimes (Sentence Administration) Act 2005 and the Crimes (Sentence Administration) Regulation 2006.

Sentence Administration Section (SAS) – is responsible for the management of independent and robust detainee security classification processes, and the timely and accurate administration of detainee sentences, parole orders and community sentences.

ACT Corrective Services requires the development and implementation of a long-term plan to improve accommodation and increase detainee access to programs and services at the Alexander Maconochie Centre (AMC), while also undertaking short-term and/or enabling projects within the centre to meet this same outcome.

The AMC was originally built as an open style campus facility and has a current total design capacity of 444 beds in all units (excluding management unit, crisis support unit and admissions). It is the only adult correctional facility within the ACT and accommodates both male and female sentenced and remand detainees. Several reviews of the AMC have been undertaken since its initial construction which have identified that there is a need to plan for future detainee rehabilitation and reintegration needs, in line with ACTCS' commitment to reducing recidivism.

The newly developed AMC Masterplan is underpinned by the principles of normalisation; trauma-informed, culturally appropriate design, and optimal use and creation of space. Priority areas of focus include:

Priority areas for the Masterplan include:

- A new reintegration precinct to create a transformative environment facilitative rehabilitation and reintegration.
- Catering to the needs of women in custody by considering all supports needed (including health services, education, programs, industry and more)
- Improved access to health services for all detainees, including ensuring access to as many on site facilities as possible and to address the emerging complex health and disability needs of the detainee population.

ACTCS has identified a number of emerging strategic priorities that will be focussed on core priorities including the development of ICT capability with a focus on in-cell technology, key infrastructure projects that will align with the master plan priorities, and the development of planned rehabilitative and reintegrative opportunities to build community safety through a reduction in reoffending.

POSITION OVERVIEW

The Senior Director, Strategic and Infrastructure Projects will have a key focus on establishing and maintaining collaborative relationships across ACTCS and with external stakeholders, toward the realisation of the AMC Masterplan including business case(s) development, additional design work and future construction of the new Reintegration Precinct and associated planning and infrastructure development to enable this.

The Senior Director, Strategic and Infrastructure Projects will oversee the final stages of the construction of the new Staff Administration building within the AMC, the make-good aspects of spaces within the centre for detainee use and other general infrastructure and/or strategic projects as they arise.

The Senior Director, Strategic and Infrastructure Projects will have broad oversight of the project management priorities for both infrastructure and ICT capability to ensure that business priorities are achieved through a strategic, coordinated approach to project delivery.

WHAT YOU WILL DO

Under the general direction of the Executive Branch Manager Strategic Projects, the Senior Director, Strategic and Infrastructure Projects will:

1. In partnership with key external project stakeholders, finalise the construction of the initial temporary staff accommodation building and associated make good capital works that align with master planning purposes.
2. Manage feasibility and design studies for future capital works for the Reintegration Precinct and future Women's Care Centre and work collaboratively with stakeholders to ensure the proposal is aligned to JACS strategic requirements.
3. Lead, design and develop capital business cases in conjunction with key stakeholders for future funding in support of master planning objectives;
4. Ensure that the alignment of proposed future capital works is in accordance with site requirements as well as in keeping with ACTCS strategic vision for an integrated offender management pathway towards successful community reintegration.
5. Provide leadership and expertise on project management activities, particularly in the areas of program/project design, structure and scheduling, monitoring and measurement and communications and change activities.
6. Lead and oversee the development of policies, frameworks, and strategies in the project environment to ensure quality practice underpins ACTCS project activity.
7. Provide advice and updates on strategic infrastructure projects within ACT Corrective Services to appropriate boards, governance committees, Senior Executives and/or Ministers.
8. Provide leadership and expertise on governance and accountability in project management activities, communicating roles and responsibilities and establishing processes to provide transparency of compliance and project progress across the service.
9. This position will be required to supervise 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 high level skills and experience in project management, including the ability to produce project documentation and undertake effective project planning and monitoring to ensure the desired outcomes are achieved, particularly as it relates to the correctional services environment.
2. Experience in designing and implementing improvements to business processes, policies, and procedures to ensure ongoing business needs and operations requirements are met.
3. Highly developed strategic skills, including the ability to effectively manage multiple tasks, determine priorities and demonstrate resilience in high pressure situations and in the management of competing demands.

Behavioural Capabilities

1. Demonstrated experience in effectively managing and leading change, including the ability to use motivational leadership skills, to ensure ongoing operational and business needs are met.
2. Demonstrated stakeholder engagement skills and ability to engage and manage positive stakeholder relationships, including evidence of successful collaboration with a range of stakeholders/clients to achieve outcomes and ensure client satisfaction.
3. Demonstrated superior written and verbal communication skills, with the ability to draft high level correspondence including business cases to a range of audiences and in a range of formats to meet organisational objectives

Compliance Requirements/Qualifications

1. The successful candidate will be required to undergo a criminal record check.
2. Relevant tertiary qualifications and / or equivalent work experience in the criminal justice system is highly desirable.
3. Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* is required.
4. 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.
5. 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, Strategic and Infrastructure Projects (P62414) 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	Frequently
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
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	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
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

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	Occasionally
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	Never
