



**ACT**  
Government

**Justice and Community Safety**  
**ACT Corrective Services**  
**Business, Policy and Coordination**  
**Policy and Government**

**Senior Manager, Policy and Government**

**Senior Officer Grade A**

**Salary Range: \$135,384 (PN: 32237)**

The Senior Manager, Policy and Government is responsible for leading and directing operations of the Policy and Government Unit to meet organisational and government priorities. The Unit is responsible for research, formulation, development and interpretation of operational and strategic policies relating to correctional practice and ensures all policy and procedures are aligned with the legislation, government and organisational strategic objectives. The Senior Manager is required to represent the organisation and conduct high level liaison and negotiation and provide advice to the Executive Director on a range of ongoing and emerging issues. The Unit also oversees Freedom of Information, requests for legal advice and legal matters, Ministerial correspondence, briefs and associated governance, responding to Inquiries and coordinating participation in Coronial Hearings, secretariat function for various working groups and some project work as required.

**Eligibility/Other Requirements:** Relevant tertiary qualifications or equivalent experience would be an advantage. The successful candidate may be required to undergo a criminal record check.

**Contact Officer:** Sandra Georges (02) 6205 3760 [sandra.georges@act.gov.au](mailto:sandra.georges@act.gov.au)

For further information, please visit [www.jobs.act.gov.au](http://www.jobs.act.gov.au)

**Applications Close:** 21 March 2017