



Deputy Director-General (DDG)

Justice Policy and Reform

Reporting to the Director-General, and as a key member of the Board of Management, provide contemporary strategic leadership in leading a significant and ambitious policy and reform agenda for the Justice Portfolio.

The DDG also leads the engagement and negotiation with central and other agency leaders, and across statutory offices, to best enable the collaborative delivery of government policy priorities.

Your key responsibilities

- Lead the justice system policy and legislation agenda of the portfolio and provide strategic advice and support on highly significant governing legislation and policy matters to the first law officer role of the Attorney-General.
- Represent the Director-General and the interests of the Attorney-General in significant external policy forums and when consulted on issues relevant to justice policy.
- Lead reforms across multiple government agencies to deliver a better integrated, end to end justice system.
- Oversee the ongoing review and analysis of national and international trends in justice administration, legislation, public policy and public safety to drive contemporary and innovative justice system policy and reform.
- Develop strong relationships with stakeholders at the state and national level and effectively maintain relationships with leaders of central agencies, portfolio statutory bodies and other government agencies to strategically manage a comprehensive and complex program of policy and legislative work.
- Develop a highly engaged and capable workforce, and executive leadership team, through a positive workplace culture of achievement, values and a shared focus on innovation and continuous improvement to delivering quality services.
- Oversees the implementation of new approaches to DoJ processes, technology, strategies, and outcomes informed by professional expertise, experience, and evidence to optimise performance and service delivery across the workforce.

Job advertisement reference

<QSS to insert>

Role type

Contract (5 years with possible extension)
Flexible full-time

Classification

SES4H

Salary

\$353,824 - \$386,465

Plus leave loading and 12.75% employer superannuation contribution

Location

State Law Building, Brisbane

Contact

Adam Dent or Sarah Curran
ddgjustice@orchardtalent.com.au

Closing date

28 September 2025

Our workplace

The Department of Justice delivers integrated criminal, civil and community justice services to enable a fair, safe and inclusive society for all Queenslanders.

Join us as we:

- Create safer communities for the people of Queensland
- Deliver justice to victims of crime in a timely manner
- Safeguard the rights of vulnerable people
- Reduce over-representation of First Nations people in the criminal justice system
- Work with business and community to remove unnecessary regulation
- Minimise gambling harm
- Grow and support a highly engaged, healthy and effective workforce

Technical skills, abilities and cultural capability

- A proven record of leadership success in a large and complex organisation with exceptional leadership capabilities.
- Possesses extensive experience in leading the development, implementation and monitoring of strategic policy and legislation.
- Exercises strong judgement and strategic acumen, with the ability to identify emerging issues and think innovatively beyond conventional norms.
- Efficiently navigates and manages highly complex stakeholder engagement and relationships, strategy and policy implementation, and service delivery.
- Demonstrates expertise and experience in working with First Nations community leaders, local council, government agencies and stakeholders to enhance outcomes for Aboriginal and Torres Strait Islander Queenslanders.
- Possesses a comprehensive understanding of navigating complex public administration policies and systems.
- Displays significant levels of autonomy and delegation, allowing for flexibility in adapting plans and policies as needed.
- Demonstrates expertise in driving reforms and continuous improvements in service delivery and lifting team performance.
- Maintains an optimistic outlook and foster a workplace culture where all individuals share a personal responsibility for promoting the physical and psychological health and safety of others.
- Drives a culture of respect and inclusivity across the organisation, prioritising service delivery that considers diverse needs.

Leadership stream — we lead ourselves or we lead others

We are all leaders in the Queensland public sector, across all roles and classification levels. We apply the Leadership Competencies for Queensland (LCQ) framework to outline the expected behaviours and competencies in the workplace for all roles. This role has been identified as an Executive – Leading the Function.

Working relationships

This role interacts with internal stakeholders across the entire department and external government entities.

Reports to: Director-General, Department of Justice

Direct reports: 6

Proactively promote, build and maintain positive and effective relationships across the department's senior and executive leadership teams, the Office of the Director-General, and the Minister's Office. This role also collaborates with senior stakeholders across the sector, and external entities.



The team and the branch

The Justice Policy and Reform division is one of seven divisions in the Department of Justice and Attorney- General. The division consists of approximately 200 employees delivering the following functions:

- Strategic Policy and Legislation
- Justice Reform Office
- First Nations Justice Office
- Regulatory Policy
- Secretariats support
- Special Projects and Statutory Reviews

Qualifications and conditions

While there are no mandatory qualifications, relevant tertiary qualifications will be highly regarded.

Suitability for employment

The following suitability for employment checks are required for this role:

- Working rights
- Serious disciplinary action check (former or current Queensland public sector employees only)
- Criminal history check

Additional information

Here is some additional information about the role. Review the **Applicant Information Package** for more information.

Physical demands and nature of work

- This role is administration-based and requires:
- prolonged sitting and high computer usage
- limited walking, standing, twisting, bending (at the waist), crouching (bend knee)
- carrying of laptop and paperwork when alternating between home and office

Exposure to trauma and/or vicarious trauma

In this role it is not anticipated that you will be directly subjected to traumatic events or material. However, you may be indirectly exposed by talking with other employees who have had direct contact with such material or situations.

We have a range of physical and psychosocial safety controls in place for all DJAG workplaces, including strategies to manage the risk of workers being exposed to traumatic events, material and/or vicarious trauma. We also support employees who are impacted by their work.

You should consider the above information and your personal resilience and coping strategies to sustain working in environments that may expose you to traumatic events and/or material.



How to apply

Apply via [Smart Jobs](#) and submit:

- Your resume (3 - 4 pages recommended).
- A 1-2 page letter on why you are the most suitable candidate for the role.

Valuing equity and diversity

We know that embedding diverse perspectives enriches our work, helping us to meet the needs of all Queenslanders.

We encourage applications from people of all backgrounds, including Aboriginal and Torres Strait Islander peoples, individuals with disability, culturally and linguistically diverse communities, LGBTQIA+ individuals, veterans, and people of all ages.

We encourage you to share how your unique experiences, perspectives, and contributions would support our inclusive and respectful workplace.

Remember to let us know if we can help you participate in the recruitment process. Our selection decisions are not influenced by whether an applicant needs assistance or a subsequent workplace adjustment. Email us for a confidential chat at CapabilityandCulture@justice.qld.gov.au.



Applicant information package

Information about the recruitment and selection process for the Department of Justice

What does the department do?

Our vision is that Queensland is fair, safe and inclusive. Our people thrive on delivering services that make a real difference in the lives of Queenslanders.

We are a diverse department of 4000 people working throughout the state. Our people provide direct services in courts around Queensland. We have employees who inspect licensed premises and casinos. We employ corporate employees behind the scenes in finance, information and communication technology, human resources and facilities roles.

We support vulnerable Queenslanders who have been victims of crime, or who have impaired ability to make important decisions about their health and finances. We are proudly working towards ending domestic, family and sexual violence in our communities.

We provide professional, high-quality policy and legal services to the Queensland Government.

Purpose

Through enabling a fair and just society we make a positive difference to the lives of Queenslanders through the important and challenging work we do.

What we have to offer

The work

The services we provide make a meaningful and positive difference to the lives of many Queenslanders. Our work is far reaching, profound and rewarding.

Professional development

Build a professional and fulfilling career with us through:

- in-house training
- our mentoring program
- podcasts and a professional law library.

You may also build additional skills and develop your career through secondments to other areas of the department, or other Queensland Government entities, with the security of knowing you can return to your current role.

Careers

We offer extraordinary opportunities to undertake unique work and support our employees to constantly develop and grow in a wide range of careers.

Working conditions

Our working conditions support a contemporary view of work-life balance:

- a 36.25-hour working week for public service officers (7.25 working hours per day)
- flexible working arrangements may be considered in the context of role requirements
- flexible working hours, including accrued time, may be available depending on employment conditions
- up to 12.75% employer-funded superannuation
- job security working for Queensland Government
- salary packaging, for example, novated lease cars for permanent employees
- generous parental leave and access to special leave provision for carers, emergencies, disasters and critical incidents
- long service leave after 7 years
- potential recognition of previous service (long service and sick leave entitlements) from recent employment at other government or educational institutions
- 10 days paid domestic and family violence leave and unpaid domestic and family violence leave.

For most roles, the pay and conditions of employment are set out in the [Public Sector Act 2022](#), [Queensland Public Service Officer and Others Employees Awards – 2015](#) and [State Government Entities Certified Agreement 2023](#).



Specific employment conditions apply to senior officer and senior executive service roles detailed in relevant employment directives.

Contributing to our culture

We look for people who are committed to a fair and just society – those who want to support safe, healthy and productive workplaces and communities. We want people who respect Aboriginal peoples and Torres Strait Islander peoples and acknowledge their culture and history. We want people who welcome and embrace equity, diversity and inclusion, and appreciate cultural diversity. We want people who are professional, open, honest and friendly.

We mandate a workplace free of bullying, harassment, discrimination and violence. We treat each other with integrity and respect and work with trust and collaboration.

People

We enjoy working with great people in a diverse workforce, where we provide true work-life balance, competitive benefits and recognise our staff for their contribution.

Diversity, equity, respect and inclusion – let us know how to support you

We know that embedding diverse perspectives enriches our work, helping us to meet the needs of all Queenslanders.

We encourage applications from people of all backgrounds, including Aboriginal and Torres Strait Islander peoples, individuals with disability, culturally and linguistically diverse communities, LGBTQIA+ individuals, veterans, and people of all ages.

We encourage you to share how your unique experiences, perspectives, and contributions would support our inclusive and respectful workplace.

Remember to let us know if we can help you participate in the recruitment process. Our selection decisions are not influenced by whether an applicant needs assistance or a subsequent workplace adjustment. Email us for a confidential chat at capabilityandculture@justice.qld.gov.au

Reframing the relationship with Aboriginal people and Torres Strait Islander people

We recognise and honour Aboriginal peoples and Torres Strait Islander peoples as the first peoples of Queensland and recognise the importance of their right to self-determination.

We support the aims, aspirations and employment needs of Aboriginal peoples and Torres Strait Islander peoples and the need for their greater involvement in the public sector.

Union encouragement

We recognise your right to join a union. Although union membership remains at your discretion, we encourage membership.

Under your industrial arrangements we provide your name, the name of your workplace and your workplace location to the relevant union for the purpose of providing the union with the opportunity to discuss with you the benefits of union membership.

For all employees (other than cleaners) the relevant union is Together Queensland, Industrial Union of Employees (TQ) and for cleaners, the relevant union is United Workers Union, Industrial Union of Employees, Queensland (UWUQ).

Are you eligible to apply?

To be employed in the Queensland Public Sector you will need to demonstrate that you are either:

- an Australian citizen, or
- a person who resides in Australia and has the legal right to work in Australia.

If you are not an Australian citizen, you will need to provide proof you can legally work in Australia. If your permission to work ceases, you must inform your manager immediately.

Is this the role for you?

Read the role description to learn about the key responsibilities and technical skills, abilities and cultural capability of the role, and any mandatory requirements or job-specific working conditions.

If you would like further information or have any questions about the role, reach out to the contact person named on the role description. It is a good idea to gain more insight into the role before applying. Make sure you have your questions ready before calling to ensure you gather all the information you need. Due to the nature of our work, employees within the department may be directly or indirectly exposed to confronting circumstances that may result in vicarious trauma. Please check the role description to see if you may be directly exposed to potentially traumatic material, offending behaviours, criminal activities or other explicit, offensive or distressing situations.

We have a range of strategies, such as our Employee Assistance Program, to help manage the risk of vicarious trauma and support employees who are impacted. However, use of individual coping strategies is also an important factor.



Difficulty applying

If you experience difficulty accessing the Smart jobs website, please call 13 74 68 for assistance.

If you do not have internet access, please call Queensland Shared Services on 1300 146 370 to make alternative arrangements for submitting your application.

Recruitment, selection and post-interview screening processes

Recruitment and selection processes are:

- aimed at finding the person best suited to the role
- fair and transparent
- reflect equity, diversity, respect and inclusion obligations.

Shortlisting and selection

The panel will assess your eligibility and suitability for this role by looking at:

- whether you are allowed to perform the role, for example, citizenship or residency, mandatory qualifications or conditions, licences
- your ability to perform the requirements of the role, for example, the extent to which you have abilities, aptitude, skills, qualifications, knowledge, experience, and personal qualities relevant to carrying out the duties in question
- how you have carried out any previous employment
- your potential to make a future contribution to our department
- how your employment would achieve our equity, diversity, respect and inclusion obligations.

The interview

Panel interviews, usually consisting of three panel members, will be held in person or via Teams. If shortlisted, you will be contacted by phone or email to arrange a day and time for an interview. All candidates are encouraged to advise the panel of any additional support or reasonable adjustments (i.e. building access, wheelchair access, interpreting services etc.) required during the recruitment process in order to ensure they can demonstrate their ability to meet the requirements of the role. In preparation for the interview:

- make sure you have a good understanding of the role and know what skills and experience you can bring to the role. Think about examples of past work or studies where you applied relevant skills and abilities. If there are parts of the role requiring capabilities outside your skillset, tell us how you would go about learning new skills to enable you to do the role. Just

because you have not done it all before doesn't mean you will be unsuccessful.

- bring a copy of your resume to the interview for your own reference along with any personal notes to assist you.

You may also be given a work task to complete as part of the selection process or be required to participate in other assessment processes depending on the role.

Reference checks

You will be asked to nominate at least two recent referees. At least one referee must have thorough knowledge of your conduct and performance within the previous two years unless this is impractical. You will be notified before your referees are contacted.

Note: Reference checks may be conducted on all interviewed candidates to gather further information about their performance, abilities and teamwork.

Verification checks

Verification of mandatory qualifications and conditions including professional memberships may also be requested.

Suitability for employment

Please note suitability for employment is also known as probity, employment screening or pre-employment checks.

Legally, certain roles require suitability checks to assess the honesty, integrity and character of a person.

The role description will state any suitability checks that may be required to determine your suitability for employment.

Serious disciplinary action check

If you have had previous employment in the Queensland public sector, prior to an offer of employment, you will need to complete a declaration advising us of any serious disciplinary action taken against you during your employment in the public sector. A form will be provided to you to complete. Having disciplinary action taken against you does not automatically exclude you from employment with us.

Criminal history check

You may be required to provide written consent for a criminal history check prior to being offered employment. If you are concerned about undergoing a criminal history check, please contact us on (07) 3738 9096 or email HR@justice.qld.gov.au to discuss any concerns. A criminal record does not automatically exclude employment with us. Criminal history checks are conducted in the strictest confidence.

Working with children check



If you are required to work with children and you don't have a blue card, you will need to apply for a working with children check. A form will be provided to you to complete. The [Blue Card Services](#) website tells you more information about this check.

Personal history and suitability of a person check

If the role is in the Harm, Prevention and Regulation division, you may be required to undertake a personal history and suitability of a person check prior to being offered employment. This check is an assessment to determine if you are of good repute, having regard to character, honesty, and integrity.

Disclosure – Matters you need to tell us about

Have you worked as a lobbyist?

If shortlisted with us, you must disclose if you have been employed as a lobbyist within the previous two years. This disclosure must be made during the selection process to the panel chair and again to your manager within the first month of your employment.

As a previous Queensland public sector employee, have you accepted early retirement, retrenchment or a voluntary medical retirement payment?

If you have previously accepted an early retirement, retrenchment or voluntary medical retirement payment from the Queensland public sector, you must disclose this information in your application and again during your interview. There are circumstances where you may need to repay part or all of the benefit you received if you accept a role with us.

Do you have any pre-existing medical conditions?

During your interview, you should disclose any workplace adjustments you may require due to a pre-existing medical condition. Further medical advice may be sought in relation to reasonable adjustments required.

Closure of the role and seeking feedback

You will be notified of the outcome of your application once the recruitment and selection process is complete. This may take up to two to three months after the closing date on the advertisement. You can request feedback about your application/interview through the panel chair/contact person in the role description. The feedback process is designed to be constructive and will be based on an assessment of your suitability for the role.

Probation

A minimum three-month probationary period applies to new, permanent and temporary fixed-term Queensland public service employees. The probation

period may also be extended to evaluate your suitability for the role past three months if you have not had opportunity during your employment to demonstrate your suitability for the role (for example, due to taking extended leave).

The job advertisement will state whether a probationary period applies and the duration.

At the end of your probation, a decision will be made as to whether your ongoing employment is confirmed.

What are the Leadership Competencies for Queensland (LCQ)?

These are a tool we use to assist in many aspects of an employee's life cycle, including recruitment. The LCQ describe behaviours/actions used in everyday leadership, including self-leadership, and form part of the selection process.

Privacy statement

Any personal information you provide will be used for the purpose specified at the time it is collected, and will otherwise be managed in accordance with the [Information Privacy Act 2009](#).

In some assessment processes (such as an assessment centre) your identity as an applicant may become apparent to other applicants.

If you disclose serious disciplinary action taken against you, that information may be disclosed to the Chief Executive (or their delegate) of the entity where the action was taken for the purpose of seeking further information.

Any person (including an applicant) who seeks documents in relation to a recruitment and selection process must make an application under the [Right to Information Act 2009](#). Fees and charges may be payable. You have the right to access your personal information held by the government under the [Information Privacy Act 2009](#).

