



## Role Description

| Position Details      |   |  |  |
|-----------------------|---|--|--|
| <b>Title</b>          | Community Board Member<br>(multiple positions available)                | <b>Location</b>                        | Statewide                              |
| <b>Salary Range</b>   | \$250 for 4 hours or less   | <b>Workforce Success Profile Level</b> | Individual Contributor                 |
| <b>Classification</b> | Adjudication and Determination - Level 3                                | <b>No. of Direct Reports</b>           | Nil                                    |
| <b>Reports to</b>     | President, Parole Board Queensland                                      | <b>Type of Vacancy</b>                 | Term appointment – up to three years   |
| <b>Hiring Contact</b> | Linda Parker<br>Mobile: 0400 003 793<br>Email: Linda@edenritchie.com.au | <b>Contact Information</b>             | 0428 112 311                           |
| <b>Job Ad Ref No.</b> | QLD/668552/25   | <b>Closing date</b>                    | Sunday, 14 <sup>th</sup> December 2025 |

## Parole Board Queensland Overview

The Parole Board Queensland (the Board) is an evidence-based, trauma-informed decision-making body that works with other Queensland criminal justice agencies to decide whether prisoners who have reached their parole eligibility date can be released into the community without adversely risking community safety. It also makes decisions about whether to amend, suspend or cancel parole orders for those parolees who have breached conditions of their parole orders.

The Board operates in accordance with Chapter 5 of the *Corrective Services Act 2006*, the Ministerial Guidelines to the Parole Board Queensland and the *Human Rights Act 2019*. When considering whether a prisoner should be granted a parole order, the highest priority for the Board is always the safety of the community. Decisions of the Board are made in a transparent and accountable manner. The Board's work is of critical importance to individual prisoners, victims and their families.

The Board is a statutory authority and falls within the ministerial responsibility of the Minister for Youth Justice and Victim Support and Minister for Corrective Services. Pursuant to s 242E of the *Corrective Services Act 2006*, the Minister has issued guidelines to guide the Board in the execution of its decision-making functions. The Board is supported in the delivery of its statutory functions by a Secretariat, established under s 236 of the *Corrective Services Act 2006* and delivered by Queensland Corrective Services.

## About the Board

The membership of the Board is set out in s 221 of the *Corrective Services Act 2006*, and consists of the President, at least one Deputy President, professional board members, representatives from the Queensland Police Service and Queensland Corrective Services, and community board members. A quorum of members must be present before the Board can undertake its statutory functions.

## Parole Board Functions

The Board is responsible for determining:

- whether to grant or refuse applications for Parole orders;
- decisions to amend, suspend or cancel parole orders; and
- approval for a parolee to travel interstate or overseas.

Queensland Corrective Services is responsible for the day-to-day case management and supervision of prisoners once released to the community on parole.

## Queensland Corrective Services

The Board's functions are supported through the Secretariat of approximately 80 legal, operational, and administrative staff employed by Queensland Corrective Services. Led by the Chief Administrative Officer, the Secretariat provides support to the Board including by coordinating and managing meetings and correspondence, coordinating judicial review matters, and delivering finance, human resources, media/communications, and information technology services.

## About the Role

A Community Board Member plays a vital role in the parole decision-making process by bringing a community perspective to the Board's deliberations. Appointed under the *Corrective Services Act 2006*, Community Board Members contribute to public safety and rehabilitation outcomes by:

- Participating in parole board meetings to consider applications for parole orders, amendments, suspensions, and cancellations, ensuring decisions reflect community expectations and values;
- Applying sound judgment and life experience to assess risk and rehabilitation potential, contributing to lawful, evidence-based decisions that align with the *Human Rights Act 2019*;
- Demonstrating diligence and integrity in preparing for hearings, reviewing case materials, and engaging respectfully with fellow Board members;
- Representing the diversity of Queensland's community, drawing on varied backgrounds, experiences, and perspectives to enrich the Board's decision-making;
- Contributing to timely decision-making, ensuring matters are finalised within legislated timeframes despite a steady workload;
- Participating in a rotational on-call roster, ensuring availability to consider urgent matters such as the immediate suspension of parole orders;
- Upholding ethical standards and responsibilities, in accordance with the Board's Code of Conduct and expectations of public service;
- Supporting continuous improvement, by identifying opportunities for procedural or legislative reform and contributing to the effectiveness and efficiency of the Board.

## Role Fit

A Community Board Member must demonstrate:

- a strong sense of community values and a commitment to public safety, rehabilitation, and reintegration of offenders.
- the ability to contribute a community perspective to parole decisions, informed by lived experience, cultural awareness, and social insight.
- sound judgment and critical thinking skills to assess risk and rehabilitation potential in complex cases.
- an understanding of the importance of lawful, evidence-based decision-making under the *Corrective Services Act 2006* and *Human Rights Act 2019*.
- respect for diverse viewpoints and the ability to work collaboratively with other Board members in a structured decision-making environment.
- willingness to engage with sensitive and challenging subject matter with empathy, discretion, and professionalism.
- commitment to fairness, transparency, and ethical standards in all aspects of the role.
- capacity to prepare thoroughly for hearings and contribute meaningfully to discussions and outcomes.

## Mandatory Qualifications, Conditions and Requirements

Community Board Members are not required to hold formal qualifications but must demonstrate a commitment to public service, fairness, and community safety. They are appointed for a fixed term and serve on a part-time basis.

Section 221(4) of the *Corrective Services Act 2006* requires at least one of the Community Board Members to be a person who has expertise or experience relevant to victims of crime, including how crimes affect victims and the challenges victims face in interacting with the criminal justice system.

The Queensland Government is committed to reconciliation and values the unique knowledge, perspectives, and lived experiences of Aboriginal peoples and Torres Strait Islander peoples. First Nations applicants are strongly encouraged to apply, as their contributions are vital to ensuring culturally informed and inclusive decision-making.

Please note:

- Where located in or near Brisbane, Community Board Members are required to work within the Board's Brisbane CBD offices. The Board does have provision for some appropriate remote working arrangements.
- Community Board Members hold office for the term stated in the Member's instrument of appointment and may be reappointed.
- Community Board Members are remunerated in accordance with the Remuneration for Part-Time Members of Government Boards, Committees and Statutory Authorities (Adjudication and Determination – Level 3) as approved by the Governor-in-Council. Community Board Members are

remunerated for reading time and meeting time and reimbursed for out of pocket expenses relating to travel, where relevant.

- The role involves exposure to criminal law matters, which may include distressing material. Appropriate support services and wellbeing resources are available to assist board members in managing these challenges. Applicants should individually consider their own situation, resilience, and support in place to ensure they are a good fit for the role. Board members are expected to proactively engage with Board-provided support and seek assistance as required to professionally manage their own wellbeing.

## How to Apply

**To be considered for this role and have your suitability assessed, please provide the Hiring Manager:**

- Your current resume, including two current or recent referees who can attest to your performance and conduct in the workplace; and
- A brief cover letter (1 page) describing why you are interested in the role and outlining your relevant knowledge, skills and experience.

## Suitability for Employment

### Criminal History Checks

Criminal history checks will be undertaken on preferred applicant(s). Applicants seeking appointment to a government board or statutory authority are required to disclose any criminal histories and/or charges (including convictions which are not recorded), usually at time of interview, as per the provisions of the *Criminal Law (Rehabilitation of Offenders) Act 1986*, section 9A(1). A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment. The Board (via Queensland Corrective Services) will obtain information from the Queensland Police Service on whether an applicant is under investigation for a serious offence and, if necessary, information can be obtained concerning the person.

### Integrity Checks

Pre-employment checking will be conducted on preferred applicant(s) to verify that the information provided by the preferred applicant(s) in the selection processes is true and accurate and to ensure suitability for appointment. Pre-employment checks will include sourcing referee reports from current or recent employment, social media and media history searches, and an integrity check of past performance and/or previous discipline history.

## Board Member Obligations

### Occupational Health and Safety

The Board and Queensland Corrective Services aim to maintain a safe, healthy, and secure environment for all employees, visitors and contractors. Achieving this aim is the responsibility of all within the workplace.

### **Disclosure of any pre-existing injury or medical condition**

Applicants may be required to disclose any pre-existing injury or medical condition which they suspect would be aggravated by performing the role or may prevent performance of the role. Details are available in section 571(b) of the *Workers' Compensation and Rehabilitation Act 2003*.

## **Respect in the Workplace**

The Board values and respects the diversity of its workforce and believes that all its employees should be treated fairly and with dignity and respect. All employees of the Board must show respect for each other, QCS Secretariat staff, visitors, the public and contractors by treating them fairly and objectively, ensuring freedom from discrimination, sexual harassment, racial and religious vilification, and bullying. The Board is an equal opportunity workplace.

## **Culturally Responsive**

The Board recognises the importance of a culturally responsive government and is committed to developing cultural capability within the Board structure. The Board strongly encourages applicants from culturally diverse backgrounds who meet the mandatory criteria to express interest in opportunities with the Board. First Nations applicants will be highly regarded.

## **Additional Information**

Additional information:

- The successful applicant will abide by the policies and procedures of the Board and all reasonable directions of the President.
- This role description provides the minimum requirements for the role.
- Community Board Members' participation in meetings will be rostered in advance, in consultation with the Community Board Member. These meetings are within standard business hours, although on occasion, requests for out of hours' participation will be requested.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of employment is required.
- Appointees are required to acknowledge they understand their obligations under the Code of Conduct and agree to align their professional conduct with these obligations.
- All roles are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Appointees must undertake these tasks in accordance with the Board's information management policies and procedures (for example recordkeeping, privacy, and security and email usage).