

POSITION DESCRIPTION

Directorate: Health and Community Services

Position Title: Centre Manager - Bimberi Youth Justice Centre

Division: Children, Youth and Families

Classification: Senior Officer Grade A (SOG A)

Business Unit: Youth Justice and Adolescent Services

Position Number: P23730

Section: Bimberi Youth Justice Centre

Location: Kenny ACT

Last Reviewed: July 2026

DIRECTORATE OVERVIEW

The Health and Community Services Directorate (HCSD) delivers a broad range of health and human services to support the wellbeing of the ACT Community and ensures our public health system meets the community's needs, now and into the future. HCSD provides strategic leadership on policy and population health direction for the ACT health system, ensuring services are innovative, effective, and responsive to community needs.

Alongside health strategy, HCSD is responsible for a range of human services including multicultural affairs, services for older people, housing, women's initiatives, family and domestic violence and homelessness services, and support for children, youth, and families. The Directorate also leads community disaster recovery and Aboriginal and Torres Strait Islander engagement.

HCSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

DIVISION OVERVIEW

Children, Youth and Families (CYF) is a division of HCSD. It works in partnership with the community to protect children and young people from being harmed and from harming others. CYF also works in partnership with families, carers and community agencies to ensure children and young people are safe and achieve the best possible life outcomes.

Next Steps for Our Kids 2022-2030 captures a vision for an ACT child protection system which places the needs of children and young people at the centre of its mission and prioritises their best interests as the paramount consideration in decision making.

CYF deliver a family services model that integrates family support and targeted prevention with statutory interventions and out of home care (OOHC). The model ensures effective supports for children and young people are in place and enhances our response to work with Aboriginal and Torres Strait Islander families and communities.

This model drives greater focus on targeted prevention programs, and specialised adolescent services that acknowledge the unique needs of young people engaged, or at risk of engaging with the youth justice system.

BUSINESS UNIT OVERVIEW

The Youth Justice and Adolescent Services Branch (YJAS) is a Branch with a newly expanded remit. Previously only responsible for custodial youth justice services, the YJAS is undertaking significant policy and service design reform work, including to operationalise the 'Raising the Minimum Age of Criminal Responsibility' reform and build new service relationships— both within the ACT Government and with the community sector.

Primary functions of the Youth Justice and Adolescent Services branch include:

Custody – Operational arm managing the day-to-day functions of Bimberi Youth Justice Centre (Bimberi). This unit focuses on delivering evidence-based and developmentally appropriate, human rights compliant youth detention facility.

Youth Justice Adolescent Services – This stream is inclusive of community residential services (Narrabundah House and Franklin House), youth justice casework and the Intensive Adolescent Service.

Bimberi Youth Justice Centre

Bimberi Youth Justice Centre (Bimberi) is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 14 and 21 years, who are remanded in custody or sentenced by the ACT Childrens or Supreme Courts.

The Bimberi team is led by the Centre Manager and Deputy Manager, and the team consist of: Operations Manager, Bimberi Principal Practitioner, Programs and Services Manager, Unit Managers, Team Leaders and Youth Workers. The Bimberi operational team are supported by experienced support services team, Intelligence and Classification Officer, Training Officer, Health and Safety Officer, business support and administration.

POSITION OVERVIEW

The Centre Manager position is a key youth justice leadership role and works as part of the senior management team of Bimberi to deliver high quality outcomes for young people in detention.

The position is responsible for the day-to-day management of the centre and reports directly to the Executive Branch Manager, Youth Justice and Adolescent Services. The occupant of the position monitors, directs and supervises the implementation of high-quality governance frameworks, contract management and operational matters including safety and security processes.

The position is responsible to ensure Bimberi Youth Justice Centre is a recognised leader in the provision of youth justice custodial services. The position is responsible for creating and maintaining a high performing Centre to provide a safe, secure, supportive, rehabilitative environment for young people in custody in the ACT, with a strong focus on promoting Aboriginal and Torres Strait Islander cultures, protocols and practices.

The role is focussed on delivering the best possible outcomes for young people through responsive client service underpinned by trauma informed best practice. The occupant of this position will work closely with stakeholders to foster innovation and promote continuous improvement, adapting to change and prioritising effectively in a dynamic environment.

The role directly leads and manages staff responsible for a wide range of youth detention functions and is required to participate in Bimberi's on-call manager's roster.

WHAT YOU WILL DO

Under limited direction you will:

- Act effectively and lead, as a member of a multidisciplinary team, to ensure a holistic statutory service response to young people and the community.
- Effectively lead the day-to-day management responsibilities of the Centre, in accordance with relevant legislation, policies and guidelines.
- Provide high level leadership and management of staff, in a complex and dynamic environment, that operates 24 hours a day.
- Ensuring service delivery is culturally responsive, trauma informed, therapeutically focused and respond to the needs of Aboriginal and Torres Strait Islander children, young people and their families and people with a disability.
- Identify and appropriately manage strategic and operational risk, through the development and maintenance of accountability and quality assurance systems.
- Develop and manage relationships with the stakeholder organisations to support the service delivery of Youth Justice services.
- Overseeing the maintenance and administration of Bimberi's infrastructure including buildings, utilities and security systems.
- Facilitate procurement, contract management and compliance.
- Prepare submissions, briefs, reports and ministerial correspondence, making recommendations to Executive on decisions in the best interest of young people and the safety and security of Bimberi.
- Represent the Directorate at internal and external meetings, including national forums.

WHAT YOU REQUIRE

The following capabilities form the **selection criteria** that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. **Leadership:** Proven ability to lead, set strategic direction, and influence in complex settings.
2. **Legislative and Policy Expertise:** Demonstrated exceptional understanding and practical application of relevant legislation and policies, including a contemporary understanding of child protection and youth justice trends and the ability to share this knowledge with others.
3. **Risk Management:** Skilled in identifying and managing risks to achieve optimal outcomes, including incident management.

4. **Process Monitoring and Evaluation:** demonstrated experience in leading governance and business processes, ensuring they meet regulatory requirements and organisational standards.
5. **Culturally Responsive Practices:** Demonstrate an understanding of and commitment to fostering culturally safe and inclusive practices for Aboriginal and Torres Strait Islander people, ensuring respect, dignity, and culturally responsive support in all interactions. Including experience in developing and implementing policies and practices that ensure cultural safety and respect for Aboriginal and Torres Strait Islander clients and staff.

Behavioural Capabilities

6. **Exceptional Communication:** Demonstrated excellence in written and oral communication, including the ability to prepare clear and concise documents, articulate ideas effectively in various forums, and exhibit strong interpersonal skills. Proven ability to maintain productive relationships with stakeholders, advocating and negotiating professionally.
7. **Adaptability and Ethical Behaviour:** Demonstrated ability to lead and deliver in a complex and dynamic environment with minimal supervision and to demonstrate accountable, timely, transparent and ethical decision making.

Compliance Requirements / Qualifications

- Experience in a detention environment.
- Relevant tertiary qualifications in management, welfare, social/behavioural science or risk management are desirable.
- This role works directly with Aboriginal and Torres Strait Islander people. Cultural awareness, and capacity to work with Aboriginal and Torres Strait Islander people is required.
- Must actively participate on the on-call manager's roster.
- Possession of a current driver's licence and Senior First Aid Certificate.
- Working with Vulnerable People (Background Checking) ACT 2011 will be required. For further information on Working with Vulnerable People registrations refer to:
www.legislation.act.gov.au/a/2011-44/default.asp and [Working With Vulnerable People - Access Canberra](#)

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Centre Manager - Bimberi Youth Justice Centre, P23730 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	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently
STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Peaks and troughs	Occasionally
Frequent overtime	Occasionally
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	Frequently
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	Occasionally
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	Occasionally
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	Frequently
Exposure to potentially distressing case material	Frequently
OTHER	FREQUENCY
Uniform required	Occasionally
Personal Protective Equipment (PPE) required	Occasionally