

# POSITION DESCRIPTION

**Directorate:** Health and Community Services

**Position Title:** Health and Safety Officer

**Division:** Children, Youth and Families

**Classification:** Senior Officer Grade C (SOG C)

**Business Unit:** Youth Justice and Adolescent Services

**Position Number:** P46894

**Section:** Bimberi Youth Justice Centre

**Location:** Kenny ACT

**Last Reviewed:** May 2026

## DIRECTORATE OVERVIEW

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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

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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**

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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**

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The Health and Safety Officer plays a critical role in ensuring a safe and healthy working environment within the youth detention facility. This position is responsible for developing, implementing, and maintaining robust work health and safety (WHS) systems, policies, and procedures in line with legislative and regulatory requirements.

The Health and Safety Officer will conduct risk assessments and provide strategic advice to the executive and operational teams, to proactively identify, assess, and mitigate safety risks against known and potential hazards, while fostering a positive safety culture.

Collaboration with internal and external stakeholders, including the Operational Work Health and Safety Committee, will be key to driving effective WHS practices. The role also involves leadership, professional development, and relationship management to support Bimberi's commitment to the wellbeing of staff and young people.

## **WHAT YOU WILL DO**

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- Develop, implement, and review work health and safety management systems, policies, and procedures for Bimberi, ensuring compliance with legislative and regulatory requirements.
- Provide strategic and technical advice, reports, and leadership to the executive and operational teams, proactively identifying, assessing, and mitigating property and safety risks against known and potential hazards.

- Conduct trend analysis and data reporting on work health and safety issues, including psychosocial harm, and provide sound recommendations for change to the leadership team and other key stakeholders.
- Maintain hazard and risk registers with associated treatment plans for Bimberi.
- Coordinate internal inspections and audit schedules across the facility.
- Undertake secretariat duties for the Operational Work Health and Safety Committee, presenting and providing updates, including reports and health and safety inspection information to the committee.
- Implement and drive workplace health and safety practices that promote a positive, healthy culture.
- Develop relationships with internal and external stakeholders, including workplace health and safety representatives and union representatives.
- Engage and liaise with a range of internal and external stakeholders, including community agencies, government services, and key partners within Bimberi.
- Engage and coordinate activities with on-site stakeholders who have joint work health and safety responsibilities.
- This position does involve direct supervision of staff and is based at Bimberi.

## WHAT YOU REQUIRE

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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. **Demonstrated Experience in Work Health and Safety (WHS):** Extensive experience in developing, implementing, and continuously improving WHS management systems, policies, and procedures in accordance with legislative and regulatory frameworks. Proven ability to apply WHS principles in complex and high-risk operational environments, ensuring compliance and fostering a culture of safety.
2. **Risk Assessment and Mitigation Skills:** Strong capability to conduct risk assessments, maintain hazard registers, and lead incident investigations with demonstrated success in identify risks and implementing mitigation strategies that safeguard personnel, property and the organisation.
3. **Safety Data Analysis and Auditing:** advanced skills in analysing safety data to support strategic decision making and drive continuous improvement. Experience in planning and conducting operational audits to assess compliance, identify systemic issues, and enhance the effectiveness of WHS programs and controls.

### Behavioural Capabilities

4. **Stakeholder Engagement and Communication:** Excellent interpersonal and communication skills, with a demonstrated ability to liaise and collaborate with internal and external stakeholders, including colleagues, committees, unions, and government agencies, to promote a positive WHS culture.

5. **Strategic Thinking and Sound Judgement:** Demonstrates strategic thinking and sound judgement by anticipating WHS risks and emerging trends to inform long-term planning and ability to make effective decisions and maintain composure when under pressure.
6. **Commitment to Professional Development:** A proactive approach to personal and team professional development, including analysing data, making evidence-based decisions, and fostering a collaborative learning environment.

## Compliance Requirements / Qualifications

### Essential requirements:

- An ACT Working with Vulnerable People card.
- First Aid Certificate or willingness to attend training.
- Possession of a current driver's license.

### Highly desirable qualifications and experience:

- Current tertiary qualifications in Work Health and Safety at Certificate IV or Diploma level and experience as a Safety Advisor.
- Chemical safety and waste management experience
- Regulatory reporting (e.g. notifiable incident reporting)

## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Health and Safety Officer P46894 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	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
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
Peaks and troughs	Occasionally
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
<b>PHYSICAL DEMANDS</b>	<b>FREQUENCY</b>
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally
<b>MANUAL HANDLING</b>	<b>FREQUENCY</b>
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally
<b>TRAVEL</b>	<b>FREQUENCY</b>
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally
<b>SPECIFIC HAZARDS</b>	<b>FREQUENCY</b>
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
<b>OTHER</b>	<b>FREQUENCY</b>
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally