



POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Division: Children, Youth and Families

Business Unit: Next Steps Reform and strategy Implementation

Position Title: Secretariat

Position Number: P63537

Classification: Administrative Services Officer Class 6 (ASO6)

Location: 220 London Circuit Canberra City

Last Reviewed: August 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 the Health and Community Services Directorate. 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.

Children, Youth and Families Division (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.

The Children, Youth and Families Division will steward the new system across all government, non-government and other key stakeholders to achieve these results for the ACT.

BUSINESS UNIT OVERVIEW

The Next Steps Reform and Strategy Implementation Branch is responsible for the implementation oversight of the *Next Steps for Our Kids 2022 – 2030 Strategy* (Next Steps). As the cornerstone of the Government's child and family reform agenda, *Next Steps* is an ambitious plan with an 8-year horizon designed to deliver a more integrated, child / young person centric and outcomes focused service system comprising a stronger focus on outcomes and performance, creation of an appropriate environment to establish long term strategic partnerships and the use of a more flexible approach to service delivery and funding.

This team is responsible for reform strategy and implementation oversight, and governance related to the *Next Steps* strategy. Priorities include procurement and program management related to the *Next Steps* program, oversight of the action plans under the 6 priority domains, and management of a range of projects, related data development, analysis and reporting, and administrative functions for the team.

Further information about the Next Steps strategy can be found at: [next-steps-for-our-kids](#)

Providing advice to the Minister, HCSD Delegate and HCSD Executive, the Branch also leads and coordinates a complex set of change projects involving a range of government and non-government organisations to enable delivery of the *Next Steps* reform.

POSITION OVERVIEW

The Secretariat, Next Steps is responsible for a variety of tasks. This includes providing high quality secretariat support to a range of meetings including operational committees and high level advisory and reference groups. The Secretariat also has the opportunity to contribute to the planning, development and implementation of strategic reform activities and projects, preparation of executive briefings and government business.

This position works closely with community organisations, service providers, people with lived experience and stakeholders across government. Skilled engagement and communication skills are essential to be successful in the role along with the ability to engage with a wide range of stakeholders in a trauma informed and culturally sensitive manner.

WHAT YOU WILL DO

Under limited direction:

- Support governance and accountability mechanisms, including the provision of secretariat services to boards, committees, advisory groups and reference groups, while contributing to an inclusive, respectful and high-performing team culture and undertaking other duties appropriate to the classification.
- Build and maintain productive relationships with community organisations, government stakeholders, funded service providers and people with lived experience, to support engagement, consultation and collaboration activities.
- Prepare and coordinate briefings, correspondence, Cabinet and other government business, ensuring advice is evidence-based, timely and aligned with government decision-making requirements.
- Maintain records in accordance with set policies and procedures.
- Work in accordance with and uphold the ACT Public Service Values and Signature Behaviours, ACT Government's Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety System.
- This position may involve supervision of staff.

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. Well-developed written and oral communication skills. This includes the ability to prepare high-quality correspondence and other documentation and provide effective secretariat support.
2. An understanding and knowledge of policy and program issues related to child safety, out of home care and youth justice services, and broader child and family services reform.

Behavioural Capabilities

3. Demonstrated ability to build and maintain productive relationships with community organisations, government stakeholders, funded service providers, Aboriginal and Torres Strait Islander people and people with lived experience of the statutory service system, to support engagement, consultation and collaboration activities.
4. Ability to employ and role model effective self-management and leadership to work effectively both independently and within a team environment.
5. Displays behaviours consistent with the ACT Public Service values of Respect, Integrity, Collaboration and Innovation, including a commitment to inclusion and accessibility.

Compliance Requirements / Qualifications

- This position requires a Working with Vulnerable People Check.
Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) ACT 2011 will be required. For further information on Working with Vulnerable People registrations, refer to Access Canberra.
- Experience and/or a desire to work in a community services environment is essential.
- Current (C class) driver's licence is essential.
- As this role is likely to work with Aboriginal and Torres Strait Islander families and young people, cultural awareness, and capacity to work with Aboriginal and Torres Strait Islander people is highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior secretariat 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	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Frequently
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

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	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers/clients	Occasionally
Exposure to sensitive and distressing client information	Occasionally
Exposure to offensive language in client files	Never