

POSITION DESCRIPTION

Directorate: Health and Community Services

Position Number: E01218

Division: Children, Youth and Families

Classification: Executive Level 1.4

Branch: Aboriginal Service Development

Location: Canberra City / Hybrid (Ngunnawal Country)

Position Title: Executive Branch Manager,
Aboriginal Service Development

Last Reviewed: January 2026

Note: This is an Aboriginal and Torres Strait Islander identified position.

THE AUSTRALIAN CAPITAL TERRITORY GOVERNMENT

When the Australian Capital Territory (ACT) became self-governing in 1989, its Legislative Assembly was given responsibility for both state (e.g., health and education) and municipal (e.g., waste management) functions, making it unique in Australia. As a result, the ACT is sometimes referred to as a city state. The ACT Chief Minister fulfils the roles of both State Premier and Mayor.

ACT Government Structure

Under a 'one service' structure, services are delivered to the ACT community through nine Directorates:

- ACT Legislative Assembly
- Canberra Health Services
- Chief Minister, Treasury and Economic Development Directorate
- Health and Community Services
- Education
- City and Environment
- Justice & Community Safety
- Infrastructure Canberra
- Digital Canberra

Across these Directorates, the ACT Public Service has over 20,000 staff, including full-time, part-time, temporary, and casual positions.

THE DIRECTORATE

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.

THE DIVISION

Children, Youth and Families (CYF) works in partnership with the community to protect children and young people from being harmed and from harming others. The 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. The CYF is part of a one HCSD human services organisation.

A number of children, young people and families have an involuntary relationship with CYF. That is, they are compelled by court orders and by the statutory framework of the *Children and Young People Act 2008* to engage with our service. Many other children, young people and families choose to voluntarily engage with CYF to access our services which include Child and Family Centres. At all times CYF is committed to involving children and young people in a meaningful way in decision-making about their lives.

DUTIES AND RESPONSIBILITIES

This is an identified position. Section 29 of the PSM Standards 2006 restrict eligibility for an Identified position to Aboriginal and Torres Strait Islander people.

Reporting to the Executive Group Manager Child Youth and Family, the Executive Branch Manager (EBM), Aboriginal and Torres Strait Islander Service Development will oversee a broad and complex area of work on behalf of the ACT Government.

Along with a team the EBM will share their exceptional cultural acumen and expertise in service design and partnering with the Aboriginal and Torres Strait Islander community, to build capacity across government to engage with, and support existing and emerging ACCOs.

While located within HCSD, the EBM has a key role in influencing decision-making across government and will represent the ACT Government in collaborations with senior Aboriginal and Torres Strait Islander community leaders and organisations to drive ACT Government commitments including; Closing the Gap key priority outcomes; responses to ACT commissioned reports; the ACT Aboriginal and Torres Strait Islander Agreement; transition to community control of key sites including the Cultural Centre, Boomanulla Oval and the Ngunnawal Bush Healing Farm; relevant Parliamentary Agreements Next Steps for our Kids, Government response to the We Don't Shoot Our Wounded report and other national commitments under Safe and Supported and the dedicated Aboriginal and Torres Strait Islander Action Plan under the National Plan to End Violence Against Women and their Children.

The EBM will work with a high level of autonomy across ACT Directorates working in partnership with program and policy owners to inform and influence approaches in the engagement, application, and outcomes for Aboriginal service development in the ACT relating to commissioning, engagement and development of the ACCO sector.

THE EBM will be a key liaison point in ACT Government for government, private and community stakeholders, and represent the ACT Government in a variety of regular and ad hoc forums. The Executive Branch Manager will require a highly developed capacity to communicate sensitively and effectively, including the requirement for proper negotiation, consideration of cultural sensitivities and consultation, with Aboriginal and Torres Strait Islander peoples.

The Executive Branch Manager should also have a proven record in strategic policy advice, financial management, community development activities and/or the delivery of a range of specialist services to the Aboriginal and Torres Strait Islander communities in the ACT.

As the leader of the Aboriginal Service Development Branch, the EBM is also accountable for:

- lead the Branch strategic direction, facilitating continuous improvement and driving effective performance across the Branch, leading and engaging approximately 9 -15 staff and ensuring business continuity;
- managing resources efficiently, effectively and in compliance with legislation, including managing an operational budget of over \$2 to \$5 million (as well as administering in partnership with policy and program owners in the transferring of Grants and Procurement processes to ACCOS) in compliance with the Financial Management Act 1996;
- fostering a Branch and organisational culture of inclusion and cultural competency;
- articulating measurable outcomes to senior government and community stakeholders and demonstrating progress the Directorate has made in Branch areas of accountability;
- working to the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and modelling behaviour consistent with the ACTPS Respect Equity and Diversity framework.
- This position requires direct supervision of staff and WWVP clearance.

In addition, Senior Executive Service (SES) Members must do their job in accordance with the closing the gap principle. Further information about the closing the gap principle is included in section 8(4) of the [Public Sector Management Act](#)

SELECTION CRITERIA

Applications should address the selection criteria below which are based on the ACTPS Executive Capabilities:

Leads and values people

- Motivates and develops people
- Values diversity and respects individuals
- Builds a culture of improving practice

Shapes strategic thinking

- Inspires a sense of purpose and direction
- Encourages innovation and engages with risk
- Thinks broadly and develops solutions

Achieve results with integrity

- Develops organisational capability to deliver results
- Manages resources wisely and with probity
- Progresses evidence based policies and procedures
- Shows sound judgement, is responsive and ethical

Fosters collaboration

- Listens and communicates with influence
- Engages efficiently across government
- Builds and maintains key relationships

Exemplifies citizen, community and service focus

- Understands, anticipates and evaluates client needs
- Creates partnerships and co-operation
- Works to improve outcomes

Tertiary qualifications in a relevant field are highly desirable.

Executive Capabilities are a way of describing the behaviours that characterise successful ACTPS executives and the values and personal attributes that support these behaviours. They also provide an integrated and consistent means of assisting executives to identify developmental needs and achieve significant and measurable growth in areas such as leadership, strategic vision and effective management.

Information on Executive Capabilities for the ACTPS is available at

<https://www.cmtedd.act.gov.au/employment-framework/for-executives/actps-executive-employment-conditions>

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Executive Branch Manager, Aboriginal Service Development (position number E1218) and indicates how frequently each of these requirements would be performed. Please note that HCSD is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
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)	Never
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Frequently
Access to Accrued Days Off (ADO's)	Occasionally
Peaks and troughs	Frequently
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)	Frequently
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	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Frequently

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	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally