



ACT
Government

Justice and Community Safety

POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit/Agency	Legislation Policy and Programs
Branch	Human Rights Branch/Restorative Justice Unit
Position Number	P24436
Position Title	Indigenous Guidance Partner
Classification	Administrative Service Officer 6 (ASO6)
Location	Canberra City
Last Reviewed	August 2026



Note: This is an Identified position in accordance with Section 27(4) of the *Public Sector Management Act 1994* and is only open to Aboriginal and/or Torres Strait Islander peoples. Aboriginal and/or Torres Strait Islander identity is considered essential and therefore confirmation of cultural identity may be requested.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well as demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient and inclusive community.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and support a democratic society;
- Strengthens community safety;
- Protects people's legal and human rights and interests;
- Cares for and supporting people who are at a higher risk of vulnerability;
- Enhances timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Supports formal partnerships and shared decision making with First Nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.

The Directorate advises and supports the following ministerial portfolios:

- Chief Minister
- Attorney-General
- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-Time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women
- Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

BUSINESS UNIT/AGENCY OVERVIEW

Legislation, Policy and Programs (LPP) advises on and develops policy and legislation in relation to all aspects of civil and criminal law in the Territory, including the administration of the justice system, and develops and administers a variety of justice initiatives and programs.

LPP staff may be involved in working on a wide range of issues and tasks. These could include, for instance: building on the ACT's strong anti-discrimination and human rights framework; drafting instructions for reform of the law on personal or property crime or affecting access to justice; consulting with other justice agencies in developing innovative justice responses to the needs of victims of crime; developing policy and programs related to: regulatory licensing and reform; Aboriginal and Torres Strait Islander justice; and victims of crime; or preparing submissions, speeches or other material for the Minister on these or other portfolio matters. LPP also delivers restorative justice services.

LPP is currently comprised of three branches:

- the Civil and Regulatory Law Branch;
- the Criminal Law Branch; and
- the Human Rights Branch, which includes the Restorative Justice Unit.

LPP staff work closely with other justice agencies and officers - the courts, corrections, police, public prosecutors, legal aid, parliamentary counsel, government solicitors, community rights advocates, and our community sector partners such as victims' services. They also work closely

with other ACT public service agencies and with our counterparts in the Commonwealth and the other states and the Northern Territory.

BRANCH OVERVIEW

The Human Rights Branch advises on policy and law reform and administers initiatives related to human rights, social policy, anti-discrimination, victims of crime, disability justice, justice reform and restorative justice. The Branch is also responsible for undertaking scrutiny of all proposed Government legislation for compatibility with human rights.

The Restorative Justice Unit (RJU) within the Justice Reform Branch is established under the *Crimes (Restorative Justice) Act 2004*. The RJU is responsible for delivering an inclusive, culturally appropriate and safe restorative justice program through making decisions about suitability and ensuring appropriate preparation to proceed with a restorative justice conferencing option; coordinating and facilitating conferences using either face to face or alternative indirect methodologies; and reporting to referring entities on outcomes of restorative justice processes.

POSITION OVERVIEW

The Indigenous Guidance Partner provides cultural oversight, leadership and advocacy across all stages of the restorative justice process, and ensures cultural safety is actively upheld, relationships with community are central, and that processes are responsive, respectful and grounded in First Nations ways of knowing, being and doing. Accountability is supported in a culturally meaningful way that promotes healing and safer outcomes.

You will lead engagement with Aboriginal and Torres Strait Islander individuals, families, Elders, and community organisations, to increase awareness of restorative justice pathways, referrals to restorative justice, and maintain accountability and commitment to community. Proactive, ongoing outreach through relationship building, community presence, attending events and forums, and maintaining regular informal contact with key services and community members is key to success in this role. Engagement is relational, not one off or referral driven, and involves providing clear, plain language explanations of restorative justice pathways.

You will provide cultural guidance, advocacy and practical support to Restorative Justice Unit staff to support culturally safe practice and the participation and engagement of Aboriginal and Torres Strait Islander participants in restorative justice processes. This includes advocating within the RJU where processes may not align with cultural safety, supporting staff understanding of cultural context, and ensuring participant voices are prioritised in decision-making. The role includes identifying and raising concerns where practice may be culturally unsafe. The role has authority to raise concerns and recommend pausing or adapting processes where cultural safety risks are identified.

WHAT YOU WILL DO

Under the limited direction of the Senior Director, RJU the Indigenous Guidance Partner will:

1. Lead engagement with Aboriginal and Torres Strait Islander communities and organisations to raise awareness of restorative justice opportunities for people affected by crime.

2. Facilitate access to the ACT Restorative Justice Unit for Aboriginal and Torres Strait Islander people affected by crime.
3. Provide support and guidance with Aboriginal and Torres Strait Islander people throughout their participation in the restorative justice process.
4. Provide cultural guidance, advocacy and practical support to Restorative Justice Unit staff to support culturally safe practice to support Aboriginal and Torres Strait Islander people.
5. Assist and encourage Aboriginal and Torres Strait Islander people to engage in restorative justice processes and conferences and comply with their restorative justice agreements.
6. The Indigenous Guidance Partner may also be trained in the facilitation of restorative justice conferences and facilitate conferences as required.
7. This position does not supervise staff but holds a leadership role in cultural safety and accountability.

WHAT YOU REQUIRE

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

Professional / Technical Skills and Knowledge

1. Demonstrated experience working with Aboriginal and Torres Strait Islander clients and communities within a criminal justice context including developing effective relationships with members of the public as well as a range of internal and external stakeholders.
2. Experience assessing the needs of clients who have experienced trauma, family violence and or sexual assault and an understanding
3. An understanding, or the ability to quickly acquire an understanding, of the principles of restorative justice within the criminal justice system including any experience in mediation, group work and or conferencing.
4. Demonstrated ability to provide cultural advice and contribute to the development, review and implementation of policies, procedures, frameworks and practices to support culturally safe service delivery.

Behavioural Capabilities

1. Demonstrated high-level verbal and written communication skills including the ability to work collaboratively with clients, colleagues and external agencies.
2. Demonstrated ability to build and maintain effective relationships with a diverse range of stakeholders, including Aboriginal and Torres Strait Islander individuals, families, communities, service providers and government agencies.
3. Ability to work autonomously when required, and constructively with team members.

Compliance Requirements/Qualifications

1. Please note, this is an Identified position for Aboriginal and Torres Strait Islander peoples.
2. Security clearance checks will be conducted.
3. Driver's licence class C is essential.
4. This position does require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of First Nations Guidance Partner (P24436) 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	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)	Frequently
Fixed or specified start/finish times	Frequently
Access to Accrued Days Off (ADO's)	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	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+	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	Frequently
Frequent travel – interstate	Frequently

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	Frequently
Exposure to potentially distressing case material	Frequently

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