

POSITION DESCRIPTION

Directorate: Health and Community Services

Position Number: E1127

Division: Inclusion

Classification: Executive Level 1.4

Branch: Domestic, Family and Sexual
Violence

Location: Canberra City/Ngunnawal Country

Position Title: Executive Branch Manager,
Domestic, Family and Sexual Violence Office

Last Reviewed: September 2025

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's 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:

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

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

WHAT THE DIRECTORATE DOES

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

Inclusion Division comprises four branches/teams and works to strengthen community connections and participation opportunities for all Canberrans, including those from culturally diverse backgrounds; young people; women; and families.

The division facilitates engagement between the community and government, and enhances the capacity of the community sector through a variety of support and development activities. The division is responsible for early support and intervention of children and their families including through case management, referral and assessment for children who may be experiencing concerns with development or who may need targeted services due to other vulnerabilities.

Inclusion Division also incorporates Domestic, Family and Sexual Violence Office, which provides strategic leadership, coordination, policy analysis and innovation expertise to drive cultural change and system reform, and to build whole of government and whole of community capability to address domestic, family and sexual violence.

Other core responsibilities include program evaluation and design; program delivery; service delivery; grants, awards and events; delivery and monitoring of action plans; Ministerial advisory committees and councils; sector engagement; early intervention and support for children and families; and autism spectrum disorder assessments.

DUTIES AND RESPONSIBILITIES

The Executive Branch Manager, Domestic, Family and Sexual Violence Office will support and represent the ACT Government when liaising with government and non-government stakeholders to ensure effective consultation and engagement processes are in place. The Executive Branch Manager provides strategic policy advice to inform key government priorities; have oversight of the Office's responsibilities for ACT reporting on implementation of agreed recommendations and strategies, including national commitments; and develop key whole of government outcomes to reduce and prevent domestic, family and sexual violence.

Key Responsibilities

- Provide strategic advice to the Minister for the Prevention of Family and Domestic Violence.
- Deliver government priorities and reforms related to domestic, family and sexual violence.
- Lead the Domestic, Family and Sexual Violence Office, and manage a complex suite of reforms. Including the development and implementation of a long term strategy, and the establishment of new services and programs.
- Support the Minister in intergovernmental forums and support the delivery of ACT Government commitments under National Plans and Frameworks. Lead on negotiations for federal funding agreements related to domestic and sexual violence.
- Drive government's commitments to Closing the Gap and build and maintain strong relationships with the Aboriginal and Torres Strait Islander leaders, stakeholders and the Community Controlled sector.

- Foster and build relationships with government and non-government sectors delivering domestic and sexual violence services to improve and change the ACT's prevention and response to domestic, family and sexual violence.
- Support the Death Review Coordinator in the delivery of the Domestic Violence Death Review.
- Provide leadership to the branch that is person-centred and prioritises the wellbeing of staff.

Delegations

The Executive Branch Manager exercises delegations under the *Financial Management Act 1996* and the *Public Sector Management Act 1994*.

In addition, commencing 1 July 2026 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, Domestic, Family and Sexual Violence (E1127) and indicates how frequently each of these requirements would be performed. Please note that Community Services Directorate 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