ACT Government
Health and Community Services

POSITION DESCRIPTION

Directorate: Health and Community Services

Division: Community Participation, Sector Development and Regulation

Business Unit: Child Development Services

Position Title: Director, Child Development Service

Position Number: P72677

Classification: Health Professional Officer Level 5 (HPO5)

Location: 26 Weingarth Street Holder

Last Reviewed: October 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

The Community Participation, Sector Development and Regulation Division comprises four branches and two statutory functions. It works to strengthen community connections and participation opportunities for all Canberrans, including those from culturally diverse backgrounds, children and families, seniors and veterans. 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 coordination, referral, assessment and therapy for children who may be experiencing concerns with development or who may need targeted services due to other vulnerabilities. Sites include the Child and Family Centres and the Child Development Service.

BUSINESS UNIT OVERVIEW

The Support Services for Children (SSC) Branch provides early intervention and prevention services to ACT children and their families. The Branch manages three Child and Family Centres, located across Canberra in Gungahlin, West Belconnen and Tuggeranong, and the Child Development Service in Holder.

The Child and Family Centres (CFCs) deliver services to children aged 0 to 8, including parenting education groups, supported playgroups, home visiting programs, specialist clinical services, dedicated work with multicultural communities and focused Aboriginal and Torres Strait Islander community programs up to age 12. Child and Family Centres support children and families with a diverse range of needs including children with developmental delay and/or autism.

The Child Development Service (CDS) offers early intervention services to children and their families across Canberra. This includes assessment and therapy for children aged 0-8 with development delay, and autism assessment and diagnosis for children aged 0-12. Services are provided by an interdisciplinary team of speech therapists, occupational therapists, physiotherapists, allied health assistants and educators. The CDS also oversees the Children and Young People Equipment Loan Service (CAYPELS) and the provision of low-cost assistive technology for children with developmental delay, disability and/or autism.

Support Services for Children is committed to protecting and promoting the rights, safety and wellbeing of children. As part of our commitment to being a child safe organisation, we actively engage with children to ensure their rights, safety, and wellbeing are at the centre of our values and actions. We genuinely promote the cultural safety and inclusion of all children and families, including by respecting and valuing the diverse and unique identities and experiences of Aboriginal and Torres Strait Islander people. We work to reduce barriers to access, prevent discrimination and strengthen our ability to identify and respond to risks. We ensure concerns, allegations and disclosures are responded to and reported promptly. We take a zero-tolerance approach to discrimination, child abuse, and any actions that contravene the human rights of children and young people.

POSITION OVERVIEW

The Child Development Service Director provides operational and clinical leadership of the Child Development Service, in collaboration with other Directors, Clinical Leads and the Senior Director. As part of a leadership team, the role is responsible for the planning and delivery of evidence-based early intervention services and programs for children with developmental delays and/or autism with low to moderate support needs and their families. The position reports to the Senior Director, Child Development Service.

WHAT YOU WILL DO

Under broad direction, the Director will:

- Provide strategic and operational management of the Child Development Service, including human, physical and financial resources, in a dynamic and changing environment.
- Provide professional and clinical leadership across a diverse interdisciplinary team through workforce development, clinical supervision and practice standards, inclusive of building and maintaining student pathways and supervision in collaboration with the Branch Clinical Educator.
- Oversee the design, planning, implementation and evaluation of interdisciplinary services and programs that support positive outcomes for children and families.
- Lead continuous improvement activities to ensure services are safe, accessible, evidence-based and align with ACT Government priorities, legislation, policies and guidelines.
- Monitor, analyse and report on service performance, including supporting data collection and reporting to the Commonwealth Government under Thriving Kids.

- Engage and liaise with a range of internal and external stakeholders, including government and community sector providers, to support integrated service delivery and system improvement, and represent the agency as required.

- Provide leadership in the delivery of inclusive services and programs for children with complex needs, with a focus on improving outcomes for Aboriginal and Torres Strait Islander and culturally and linguistically diverse children and families.

- This position involves direct supervision of Child Development Service staff.

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 providing strategic leadership and operational management of complex services, including responsibility for human, financial and physical resources, system reform and risk management.

2. Demonstrated ability to lead and manage interdisciplinary teams, fostering collaboration, innovation and professional excellence relating to child development, developmental delay, autism and early intervention.

3. Demonstrated experience in continuous improvement, using research-informed practice and data to inform decision-making.

Behavioural Capabilities

4. Highly developed written and verbal communication skills, with proven ability to provide clear, concise advice at a senior level, develop evidence-informed policies, guidelines and practice standards, and engage sensitively with people from different cultural backgrounds.

5. Demonstrated ability to build and maintain productive stakeholder relationships that support integrated, interdisciplinary practice and improved outcomes for children and families.

6. Demonstrated ability to model ethical behaviour and drive team commitment to deliver outcomes aligned to the ACTPS Values and Signature Behaviours and Government priorities, and to achieving consistently high service standards.

Compliance Requirements / Qualifications

- Relevant tertiary qualifications in Social Work, Psychology, Occupational Therapy, Speech Pathology, Physiotherapy or related discipline are essential.
- A minimum of at least 5 years practice experience working with children and families.
- Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.
- Current Australian Driver’s License.
- This position does require a Working with Vulnerable People Check.

- As this role is likely to work with Aboriginal and Torres Strait Islander families and young people, cultural awareness, the 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 Child Development Service Director 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	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Frequently
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Frequent overtime	Occasionally
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	Occasionally
Bending/squatting	Occasionally

Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

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	Occasionally
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	Frequently

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