POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Division: Children Youth and Families

Business Unit: Clinical Services and Practice Assurance (CSPA)

Position Title: Aboriginal and Torres Strait Islander Capability Development Officer (Identified)

Position Number: P63389

Classification: Administrative Services Officer 6 (ASO6)

Location: 220 London Circuit, City

Last Reviewed: June 2026

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

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.

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 Clinical Services and Practice Assurance (Chief Practitioner) (CSPA) branch is responsible for leading practice improvement and the development of clinical support services across child protection and youth justice services for ACT children and young people and their families.

The branch will develop workforce systems and service offerings, whilst driving continuous improvement and practice uplift. Service provision conducted in line with the Children and Young People Act 2008, and ongoing ACT Government reform to shift to a multi-agency, family support practice model.

The CSPA branch will also lead critical partner and stakeholder relationships to deliver an effective family support response across child protection and youth justice sectors, including the Human Rights Commissioner, Public Advocate, the Aboriginal and Torres Strait Islander Children's Commissioner and the Human Services Registrar.

The Capability Development team is responsible for the management of Practice Leaders and Practice Development and Training, Capability Development across both Child, Youth and Family Safety (CYFS) and Youth Justice and Adolescent Services (YJAS). Functions undertaken include identification of best practice and improvement of staff development, management, and delivery of training across CYFS and YJAS, liaison with external stakeholders and partners in relation to placements and external training.

POSITION OVERVIEW

The Aboriginal and Torres Strait Islander Capability Development Officer role is responsible for assisting with the delivery of a cohesive and structured approach to the design, development and delivery of the CYF Cultural Development Program and other CYF practice development/staff development programs and projects relevant to the *Our Booris, Our Way* Review.

The *Our Booris, Our Way* review focused on systemic improvements to ensure that Aboriginal and Torres Strait Islander children grow up safe, strong and connected in their families and communities. The Review sought to understand the reasons for children and young people entering care and to then develop strategies to: reduce the number of Aboriginal and Torres Strait Islander children and young people entering care; improve their experience and outcomes while in care; and where appropriate, exit children from care.

The position is responsible for assisting with the delivery of training packages that embed organisation policy into practice. The role will assist in implementing improvement strategies to enable CYF to continue to grow capability to meet statutory obligations and deliver on commitments to *Our Booris, Our Way* and *Closing the Gap*.

WHAT YOU WILL DO

Under limited direction, you will:

- Assist in the design, development, delivery and ongoing evaluation of the CYF Cultural Development Program and other CYF training programs and projects.
- Assist in the creation of training and development resources that are compliant with policies, procedures, legislation, and practice guidance including:
    - Assist with developing e-learning and face to face training.
    - Sourcing specialised development programs
- Working with the Capability Development Director, subject matter experts and other key stakeholders to research, identify and analyse the staff development requirements of CYF.
- Engage and liaise with a range of internal and external stakeholders including Aboriginal Community Controlled Organisations, community agencies, government services, legal representatives, courts and tribunals, to build collaborative relationships and represent CYF and HCSD.
- Ensure Aboriginal and Torres Strait Islander children and young people are at the centre of the work we do and decisions are made in their best interest
- Contribute to projects to build CYF workforce capability
- Build a positive culture of feedback, reflective practice and learning by fostering a collaborative learning environment
- Provide support to CYF staff in engaging with Aboriginal and Torres Strait Islander families and delivering a culturally informed service
- The successful candidate will 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.

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 well-developed communication (verbal and written), liaison, negotiation, and interpersonal skills demonstrating the ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples and other key stakeholders in government and the community.

2. A well-developed understanding of, relevant child and youth protection and/or MACR/Youth Justice legislation, policies and practice frameworks, including Aboriginal and Torres Strait Islander Child Placement Principles, statutory obligations, and the Our Booris, Our Way recommendations, with the ability to apply this knowledge in practice and provide sound advice.

3. Has knowledge in the development and delivery of training and development initiatives including ability to assist and or facilitate training and workshops.

Behavioural Capabilities

4. Proven strong organisation and planning skills, with the ability to adapt to change, manage complex matters, anticipate, and manage emerging requirements. Ability to manage competing priorities and consistently and efficiently meet strict timeframes in a fast-paced dynamic environment.

5. Well-developed liaison and interpersonal skills demonstrating the ability to negotiate, advocate and influence appropriately to deliver productive and collaborative working relationships with internal and external stakeholders to achieve results, including a demonstrated ability to manage sensitive issues with integrity.

6. Employs and role models' effective self-management to work both independently and effectively within a team environment to professionally deliver a service and promote a resilient work culture in a dynamic environment.

Compliance Requirements / Qualifications

- Qualifications or experience in adult training and development would be an advantage.
- Experience in preparation and delivery of online and face to face training modules is highly desirable.
- Expertise in the use of business software applications including Excel, Word and Powerpoint is essential.
- Relevant tertiary qualifications and experience in project management, change management or related discipline is desirable, but not essential.
- 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.
- Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.
- Current (C class) driver's license is essential.
- This is an Aboriginal and Torres Strait Islander identified position as defined in Section 27 (4) of the Public Sector Management Act 1994 and is only available to Aboriginal and Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality will be required.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role 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	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never

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)	Occasionally
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	Occasionally
Lifting 10kg+	Occasionally
Climbing	Occasionally
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	Never
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