

# POSITION DESCRIPTION

**Directorate:** Health and Community Services Directorate

**Position Number:** P04758

**Division:** Strategic Policy

**Classification:** Senior Officer Grade B (SOG B)

**Business Unit:** Office for Aboriginal and Torres Strait Islander Affairs

**Location:** Canberra/Hybrid

**Last Reviewed:** June 2026

**Position Title:** Director

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

## DIRECTORATE OVERVIEW

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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

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Our Strategic Policy Division is responsible for the provision of human services policy, programs and funding, governance and advice to the Senior Executive and the Office of the Minister.

We deliver great policy advice to decision makers to enable them to deliver better outcomes for the most vulnerable Canberrans. We ensure the Community Services Directorate delivers effective policy that is clear on intent; well informed; practical to implement; and influential.

Through our functions we provide advice, governance, cross government coordination and genuine engagement with stakeholders, within, and outside, government. Our work spans the human services system as we support business units across the Community Services Directorate to conduct

high quality analysis into the impacts of new policy ideas and ensure this analysis is informed by evidence and consultation.

We support policy, programs, funding and governance for Ministerial Advisory Councils, child development and family programs, multicultural affairs, housing and homelessness, human service system reform through commissioning and Aboriginal and Torres Strait Islander Affairs.

## **BUSINESS UNIT OVERVIEW**

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The Office for Aboriginal and Torres Strait Islander Affairs (OATSIA) is responsible for the development and provision of strategic policy, governance and advice to the Minister for Aboriginal and Torres Strait Islander Affairs on matters of importance to Aboriginal and Torres Strait Islander people living in the ACT. OATSIA provides oversight and coordination of the ACT Aboriginal and Torres Strait Islander Agreement 2019-2028 across the ACT Government and provides strategic advice for the ACT on the COAG Closing the Gap Refresh.

OATSIA brings together a range of functions that support the Aboriginal and Torres Strait Islander leadership, community engagement, policy reform, governance, grants administration, lifelong learning, cultural initiatives and community capacity building. This includes administering and supporting a range of Aboriginal and Torres Strait Islander grant programs, strategic projects and community-led initiatives that contribute to self-determination and improved social, cultural and economic outcomes. OATSIA also provides a range of secretariat and administrative support to the Aboriginal and Torres Strait Islander Elected Body, the United Ngunnawal Elders Council (UNEC) and the ACT Reconciliation Council.

OATISA models the ACT Public Service values 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.

## **POSITION OVERVIEW**

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The Director Office for Aboriginal and Torres Strait Islander Affairs role will develop and provide strategic policy, governance, and advice to the ACT Government on matters of importance to Aboriginal and Torres Strait Islander people living in the ACT.

The role contributes to the implementation of the ACT Aboriginal and Torres Strait Islander Agreement 2019–2028 and the National Agreement on Closing the Gap through policy development, stakeholder engagement, governance activities, grants administration, project management and community partnerships.

The position works collaboratively across government, with Aboriginal and Torres Strait Islander communities and other stakeholders to support the delivery of strategic priorities, community programs, grant funding initiatives and whole-of-government commitments. The role works closely with the Aboriginal and Torres Strait Islander Elected Body (ATSIEB), the United Ngunnawal Elders Council (UNEC) and the ACT Reconciliation Council to support effective governance, community engagement and collaboration. The position also coordinates the delivery of the ACT Reconciliation Day event and leads or supports the design, implementation, administration, assessment, monitoring and evaluation of Aboriginal and Torres Strait Islander grant programs, policies, projects and other community-led initiatives that contribute to improved outcomes for Aboriginal and Torres Strait Islander people in the ACT.

## WHAT YOU WILL DO

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The primary responsibilities for this position are:

- Facilitating culturally safe partnerships between Aboriginal and Torres Strait Islander communities and government on a range of issues, some of which may be complex, sensitive, and challenging, to support the Office for Aboriginal and Torres Strait Islander Affairs.
- Demonstrated ability to plan, organise, schedule, and coordinate multiple projects and deliver positive outcomes in a complex stakeholder environment.
- Facilitating effective engagement between the Office for Aboriginal and Torres Strait Islander Affairs and ACT Government, as well as other Divisions and community partners, to support the Office for Aboriginal and Torres Strait Islander Affairs on matters of importance to Aboriginal and Torres Strait Islander people living in the ACT.
- Coordinating the development, management and review of project/s and actions that assist the Office for Aboriginal and Torres Strait Islander Affairs to provide strategic policy and advice to internal and external stakeholders.
- Supporting the administration, assessment, monitoring and evaluation of Aboriginal and Torres Strait Islander grant programs, including providing advice on funding priorities, grant processes, governance requirements and program outcomes.
- Prepare high-quality briefings, reports, correspondence, submissions and advice for Ministers, executives and other stakeholders on complex and sensitive issues.
- Model ethical behaviour and driving team commitment to deliver outcomes aligned to the ACTPS Values and Signature Behaviours, Government priorities, Code of Conduct, Respect, Equity and Diversity Framework and Workplace Health and Safety initiatives and to achieving consistently high service standards.
- This position may involve direct supervision of staff.

## WHAT YOU REQUIRE

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

### **Professional / Technical Skills and Knowledge**

1. Excellent administrative and organisational skills, and a demonstrated ability to research, analyse, plan, prioritise, co-ordinate, and manage workflows in a complex environment.
2. Highly developed communication skills (verbal and written), liaison and negotiation skills, and an ability to establish collaborative and productive relationships at all levels of an organisation.
3. Demonstrated experience in the administration, assessment, management or evaluation of grants programs, funding agreements or community-based programs, including the application of sound governance and accountability principles.
4. Demonstrated understanding of the issues affecting Aboriginal and Torres Strait Islander peoples.

## **Behavioural Capabilities**

5. Demonstrated ability to deliver productive and supportive working relationships with internal and external stakeholders to achieve results, including a demonstrated ability to manage sensitive issues with integrity.
6. Extensive experience in developing collaborative working relationships and engaging with Aboriginal and Torres Strait Islander communities, and the ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.
7. Demonstrated ability to work both independently and effectively within a team environment that operates in a dynamic environment, including the ability to use team resources effectively.

## **Compliance Requirements / Qualifications**

- 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.
- This position does require a pre-employment medical.
- This position does not require a Working with Vulnerable People Check.

## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director, Office for Aboriginal and Torres Strait Islander Affairs, P04758, 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	Frequently
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	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADOs)	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	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally

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

<b>TRAVEL</b>	<b>FREQUENCY</b>
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

<b>SPECIFIC HAZARDS</b>	<b>FREQUENCY</b>
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	Never

<b>OTHER</b>	<b>FREQUENCY</b>
Uniform required	Never
Personal Protective Equipment (PPE) required	Never