



POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Division: Inclusion

Business Unit: Domestic, Family and Sexual Violence Office

Position Title: Assistant Director, DFSVO

Position Number: P54044

Classification: Senior Officer Grade C (SOGC)

Location: Canberra City/ hybrid

Last Reviewed: August 2026

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

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

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

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.

BRANCH OVERVIEW

The Domestic, Family and Sexual Violence Office (DFSVO) has a whole of government remit to lead and improve an informed, capable and connected response to address domestic, family and sexual violence in the ACT. DFSVO provides strategic leadership and coordination, policy analysis and development and program management to drive cultural change and system reform. The role of DFSVO includes working across government and community to support DFSV responses across the response continuum, reducing barriers to access, joining up and integrating services, responding to diverse needs, maximising collective impact and holding perpetrators to account. The Office focuses on:

- leadership – setting strategic goals and direction to deliver an integrated response specifically for the ACT;
- engagement and coordination – creating strong partnerships across government, the service sector, justice agencies, and the community;
- investment and delivery – focusing on the best value for money through programs that show results;
- quality improvement – building knowledge and skills across sectors, capacity to respond and a shared understanding of domestic and family violence; and
- insight and foresight – building the evidence base, insights, data, research, and evaluation.

BUSINESS UNIT OVERVIEW

The Office has various work streams covering, but not limited to, projects, program delivery, strategic policy, intergovernmental relations and reporting. All streams require skills in policy development, project management and government business delivery. Primary responsibilities of the Office include:

- Developing policy advice and briefings to the Minister, the Director-General and the Coordinator-General on current gaps and new policy positions to improve responses to victims of domestic, family and sexual violence and support the DFSVO's reform agenda.

- In partnerships with Aboriginal and Torres Strait leadership groups and Aboriginal Community Controlled Organisation's (ACCOs), work to implement all recommendations from the community led *The Long Yarn* report.
- Undertaking program management of funded domestic, family, and sexual violence services, including establishing pilots and undertaking contract negotiations.
- Researching, scoping and delivering greater system coordination and integration for victim survivors of domestic, family and sexual violence.
- Leading the policy, liaison and negotiation work in relation to DFSV Commonwealth-State relations, agreements, and plans.

POSITION OVERVIEW

The Assistant Director plays a key role in advancing community-led approaches to preventing and responding to domestic, family and sexual violence affecting Aboriginal and Torres Strait Islander peoples in the ACT.

The role supports implementation of *The Long Yarn* report, the *ACT Domestic, Family and Sexual Violence Strategy 2026-2036* and *First Action Plan 2026-2028*, as well as providing advice on the ACT's commitments under the *Our Ways – Strong Ways – Our Voices: National Aboriginal and Torres Strait Islander Plan to End Family, Domestic and Sexual Violence 2026–2036*, as aligned with the *National Agreement on Closing the Gap* and *ACT Aboriginal and Torres Strait Islander Agreement 2019-2028*.

The position will develop and provide strategic policy and governance advice to the ACT Government on improving responses in relation to domestic, family and sexual violence. The role is responsible for building and maintaining strong partnerships with communities, representative bodies and ACCOs to support the delivery of strategic priorities and government commitments.

The role works closely with the Domestic, Family and Sexual Violence Aboriginal and Torres Strait Islander advisory group to support effective governance, community engagement and collaboration.

WHAT YOU WILL DO

In this Assistant Director position your primary responsibilities are to:

- Facilitate partnerships and engagement between Aboriginal and Torres Strait Islander communities in the ACT and the DFSVO, including through working with and providing secretariat support to Aboriginal and Torres Strait Islander domestic, family and sexual violence advisory groups;
- Maintain collaborative relationships with ACCOs providing domestic, family and sexual violence response services in the ACT;
- Provide input and advice on best-practice policy, including to support delivery of the ACT's commitments under *Our Ways – Strong Ways – Our Voices: National Aboriginal and Torres Strait Islander Plan to End Family, Domestic and Sexual Violence 2026–2036*;

- Support the development, management and review of project/s and actions that assist government to improve its response to domestic, family and sexual violence impacting Aboriginal and Torres Strait Islander communities;
- Prepare advice to Ministers and HCSD Executives; and
- Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety system.

This position may involve the direct supervision of 1-2 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. Strong communication and stakeholder management skills.
2. Ability to produce clear written documentation.
3. Demonstrated understanding of the dynamics, context and drivers of domestic, family and sexual violence impacting Aboriginal and Torres Strait Islander people, families and communities.
4. Research and analytical skills, the ability to problem solve and keep current understanding of emerging issues relating to domestic, family and sexual violence.

Behavioural Capabilities

5. Demonstrated collaborative approach, ability to work with autonomy and as part of a team and work flexibly across the office and with government and non-government partners.
6. High levels of empathy and sensitivity to work with range of stakeholders, including 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 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

- This is an **identified position** in accordance with Section 27(4) of the *Public Sector Management Act 1994* and is only open to an Aboriginal and/or Torres Strait Islander person. Aboriginal and/or Torres Strait Islander lived experience, and cultural capability is considered essential and confirmation of Aboriginal or Torres Strait Islander heritage may be requested.

- Tertiary qualifications in, or significant study towards qualifications in a relevant human services/ government/law/public policy are desirable but not essential.
- 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 Assistant Director (position number 54044) 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	Never
Designated workstation	Occasionally

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	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
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	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Never
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Never
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	Never

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	Never