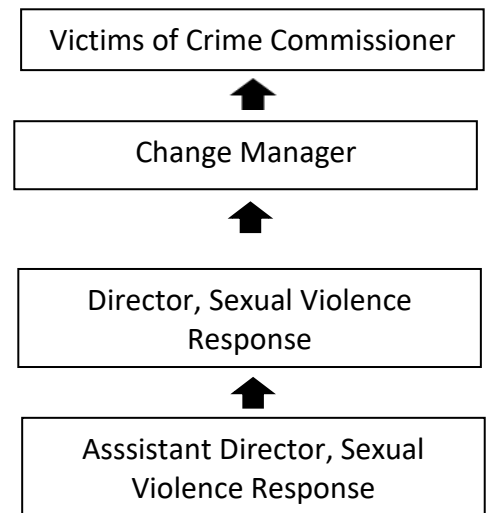




## POSITION DESCRIPTION

<b>Directorate</b>	Justice and Community Safety
<b>Business Unit/Agency</b>	Human Rights Commission
<b>Branch</b>	Victim Support ACT
<b>Position Number</b>	P58845
<b>Position Title</b>	Assistant Director, Sexual Violence Response
<b>Classification</b>	Senior Officer Grade C (SOC)
<b>Location</b>	Canberra, ACT
<b>Last Reviewed</b>	May 2026

### Reporting Relationships



The Australian Capital Territory Public Service (ACTPS) is a values based organisation 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.

## DIRECTORATE OVERVIEW

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient and inclusive community.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and support a democratic society;
- Strengthens community safety;
- Protects people's legal and human rights and interests;
- Cares for and supporting people who are at a higher risk of vulnerability;
- Enhances timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Supports formal partnerships and shared decision making with First Nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.



The Directorate advises and supports the following ministerial portfolios:

- Chief Minister
- Attorney-General
- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-Time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women
- Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

## BUSINESS UNIT/AGENCY OVERVIEW

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The ACT Human Rights Commission is an independent agency established by the *Human Rights Commission Act 2005*.

The Commission works to:

- Promote the human rights and welfare of people
- Provide victim support, advocacy and financial assistance
- Provide advocacy for children, young people and adults experiencing vulnerability
- Provide an independent, fair and accessible process for resolving individual complaints
- Promote service improvement
- Foster understanding of particular legislation

The Commission includes four statutory officer holders:

- President and Human Rights Commissioner
- The Victims of Crime Commissioner
- The Children & Young People Commissioner and Public Advocate
- The Discrimination, Health, Disability & Community Services Commissioner

## BRANCH OVERVIEW

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The Victims of Crime Commissioner (VOCC), Ms Heidi Yates, is part of the ACT Human Rights Commission which is an independent statutory agency connected to the Directorate. The VOCC and her team at Victim Support ACT (VSACT) deliver a range of support, advocacy and assistance services to those harmed by crime including:

- Addressing victim concerns about breach of their rights under the Charter of Victims Rights within the *Victims of Crime Act 1994*.
- Case coordination, court support and brokered therapeutic services through the Victims Services Scheme, pursuant to the *Victims of Crime Act 1994* and the Victims of Crime Regulation 2000.



- Administration of the Victims of Crime Financial Assistance Scheme, pursuant to the *Victims of Crime (Financial Assistance) Act 2016*.
- Administration of the Victims Registers, pursuant to the *Victims of Crime Act 1994* and the *Crimes (Sentence Administration) Act 2005*.
- The Family Violence Safety Action Program which facilitates collaborative identification, assessment and response to high-risk family violence matters, with a focus on perpetrator accountability.
- The Intermediary Program in which skilled and accredited professionals facilitate the communication of witnesses with communication difficulties.
- Facilitating cooperation between agencies involved in the justice system with respect to victims rights and interests and advocating for systemic reform to uphold victim rights.

## POSITION OVERVIEW

Working with the Director, Sexual Violence Response, you will oversee the day to day operation of VSACT's sexual violence response in order to best promote the rights and interests of sexual violence victim-survivors and manage a team of frontline staff providing trauma-informed support and advocacy to sexual violence victim-survivors. Working closely with VSACT managers, frontline staff and partner agencies you will provide leadership and expertise to facilitate a coordinated and best practice response to sexual violence victim-survivors in the ACT.

You will work closely with partner agencies working with VSACT on the Sexual Assault (Police) Review (SAPR) and coordinate VSACT's contribution to re-engagement with sexual violence victim-survivors. You will also assist the Director, Sexual Violence Response to lead renewal of the Wraparound support program for sexual violence victim-survivors.

## WHAT YOU WILL DO

Under the limited direction of the Director, Sexual Violence Response, the Assistant Director, Sexual Violence Response will:

1. Manage a small to medium team of frontline staff to provide trauma-informed support and advocacy to sexual violence victim-survivors, including victim-survivors referred from the Wraparound Program and falling within the SAPR Review.
2. Work collaboratively with VSACT team members and partner agencies to review existing VSACT practices and responses to sexual violence victim-survivors and promote a whole of agency best practice response.
3. Work collaboratively with SAPR Review partner agencies to facilitate future contact with victim-survivors under the Review ensuring engagement is coordinated, trauma informed and promotes the rights and interests of victim-survivors.
4. Support the Director, Sexual Violence Response to manage the multiagency Wraparound program and work collaboratively with partner agencies to facilitate their ongoing participation in the program.



5. Assist the Director, Sexual Violence Response to oversee reporting of VSACT's sexual violence programs, including data collection and identification of gaps and trends that highlight the need for agency training, practice, policy or law reform.
6. Carry a small caseload of sexual violence victim-survivors whose matters are complex or high-profile.
7. Maintain records in accordance with the Victims of Crime Regulation 2000, the *Territory Records Act 2002* and the *Health Records (Privacy & Access) Act 1997*.
8. Other duties appropriate to this level of classification which contribute to the effective and efficient operation of VSACT as reasonably required.

## 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 leadership and management of trauma-informed service delivery to vulnerable client groups, including working directly with sexual violence victim-survivors to provide advocacy and support.
2. Demonstrated knowledge of the criminal and civil justice system and Charter of Rights for Victims of Crime, and ability to interpret and apply relevant legislation.
3. Demonstrated understanding of issues and trends that inform and drive systemic reforms to promote the rights of sexual violence victim-survivors.

### Behavioural Capabilities

1. Demonstrated written and oral communication skills with proven experience to develop and present documentation to a range of stakeholders.
2. Demonstrated excellent organisational skills, including the ability to effectively manage, prioritise and coordinate a complex, time sensitive workload and meet deadlines in a fast-paced environment.
3. Demonstrated excellent liaison skills, including the ability to engage sensitively and collaboratively with a diverse range of clients, colleagues and stakeholders



## Compliance Requirements/Qualifications

1. Qualifications in law, social work or relevant experience is highly desirable.
2. Experience working in the ACT criminal justice system and an understanding of the Charter of Victims Rights is highly desirable.
3. Demonstrated ability to work sensitively with people from diverse backgrounds, including people from Aboriginal and Torres Strait Islander backgrounds, people from culturally and linguistically diverse (CALD) backgrounds, people with disability and people experiencing complex trauma is highly desirable.
4. This position requires an ACT Working with Vulnerable People registration.
5. This position requires a National Police Check.
6. To be eligible for permanent or temporary employment within the ACT Public Service (ACTPS) you must be an Australian citizen, a permanent resident or hold a valid work visa.
7. If an officer no longer holds a visa that permits them to work in Australia, their employment with the ACT Public Service (ACTPS) will be terminated.

**Important Note:** Please note, this role includes significant exposure to traumatic and explicit content, including direct client contact with victim-survivors of violent crime and review of police records and court transcripts relating to serious criminal matters, including child and adult sexual offences and homicide.



## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Sexual Violence Response (P58845) 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	Never
Sitting at a desk	Frequently
Standing for long periods	Never
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 (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	Frequently



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	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Never
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	Frequently

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