

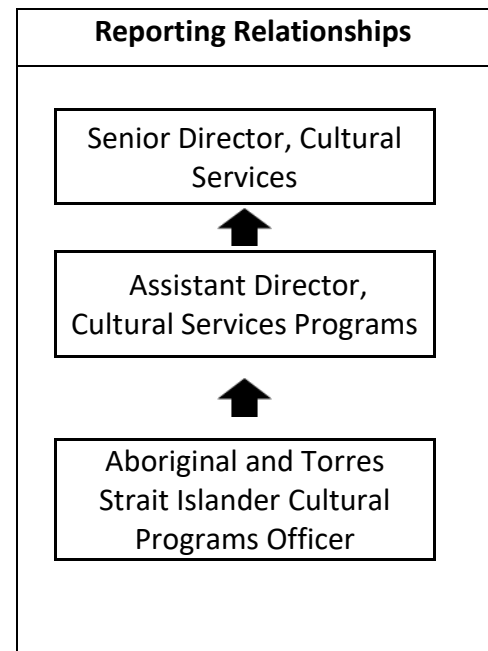


ACT
Government

Justice and Community Safety

POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit/Agency	ACT Corrective Services
Branch	Offender Reintegration
Position Number	P34244
Position Title	Aboriginal and Torres Strait Islander Cultural Programs Officer
Classification	Administrative Service Office 5 (ASO5)
Location	Alexander Maconochie Centre, 2 Constitution Avenue & Community
Last Reviewed	July 2026



Note: 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.

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

ACT Corrective Services (ACTCS) is a part of the Justice and Community Safety Directorate, which delivers and contributes to upholding the rule of law, the Westminster style of democratic government and the principles of fairness, equity and tolerance in the relationship between the government and our community.

Our Values: Respect Integrity Collaboration Innovation Dignity

Our Visions: To be recognised as a leader in the provision of effective Corrective Services which positively change lives, reduce reoffending and prevent future victims.

Our Mission: To contribute to a safer community through:

- The safe, secure, decent and humane management of offenders both in custody and the community; and
- The provision of sustainable opportunities for offenders to lead law abiding and productive lives in the community through rehabilitation and reintegration.

BRANCH OVERVIEW

Offender Reintegration (OR) plays a vital role in the successful reintegration of an offenders back into the community by seeking to reduce criminogenic risk and supporting an offender to address other causal factors related to their offending behaviour.

Key functions of the Offender Reintegration division are to:

- Deliver a holistic model of Integrated Offender Management (IOM) to offenders throughout their custody and/or supervision period;
- Deliver strong reintegrative services through employment, housing and family reconnection;

- Provide a streamlined and integrated model of sentence management and program delivery that meets the needs of the detainee and offender population;
- Provide specialised services in assessment, case management and therapeutic services that promote rehabilitation opportunities.

POSITION OVERVIEW

The role of the Aboriginal and Torres Strait Islander Cultural Programs Officer will provide support and referral to appropriate cultural programs for Aboriginal and Torres Strait Islander detainees and offenders on community based orders, with respect to the unique cultural perspectives and contemporary experiences both within and outside of the custodial environment.

The role will support comprehensive case management services for Aboriginal and Torres Strait Islander detainees and offenders on community based orders; and assist senior staff members to ensure the ACT Corrective Services objectives, particularly in terms of its Aboriginal and Torres Strait Islander people, are upheld.

WHAT YOU WILL DO

Under general direction from the Assistant Director, Cultural Services Program, the Aboriginal and Torres Strait Islander Cultural Programs Officer will:

1. Liaise with detainees, and appropriate stakeholders to inform and engage them effectively in cultural programs that meet their reintegration and personal goals.
2. Undertake consultation and negotiation for Aboriginal and Torres Strait Islander detainees, offenders on community orders, ACTCS teams, community agencies and other ACT Government services.
3. Provide cultural support to Aboriginal and Torres Strait Islander detainees and offenders on community based orders, to assist them with referral to reintegration support services in the ACT community, as required.
4. Support Aboriginal and Torres Strait Islander Services with the facilitation of Aboriginal and Torres Strait Islander specific program opportunities, program referral pathways, room bookings, detainee and offender eligibility, cultural events and special initiatives.
5. Maintain close working relationships and consultation with relevant Aboriginal and Torres Strait Islander Government and community stakeholders.
6. Provide with consent, information to a range of stakeholders, releasing authorities and other bodies in relation to Aboriginal and Torres Strait Islander detainee management, risk and intervention, as required.
7. Contribute to the implementation of the recommendations of a variety of reviews including but not limited to the Royal Commission into Aboriginal Deaths in Custody.
8. Manage and maintain confidential and sensitive information in accordance with the relevant legislative and policy principles, including maintain records in accordance with the Territory Records Act 2002.
9. This position does not involve direct supervision of 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. Well developed administration experience or background in a process driven, complex operational environment, with the ability to analyse and manage a range of requests.
2. Proficiency in the use of Microsoft office suite and other data bases or the ability to quickly learn new databases/ programs.

Behavioural Capabilities

1. Well-developed inter-personal skills with the ability to engage effectively with a range of stakeholders.
2. Ability to effectively plan, organise and prioritise workload as necessary.
3. Ability to develop and maintain effective relationships with a wide range of stakeholders both internal and external to ACTCS.

Compliance Requirements/Qualifications

1. Eligible applicants will be required to undergo a criminal history check and undertake ACTCS Security Awareness training.
2. 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.
3. This position requires Working with Vulnerable People registration.
4. A minimum of a class 'C' drivers licence is essential.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of the **Aboriginal and Torres Strait Islander Liaison Officer (P34244)** 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	Occasionally
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	Frequently
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	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	Frequently

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

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