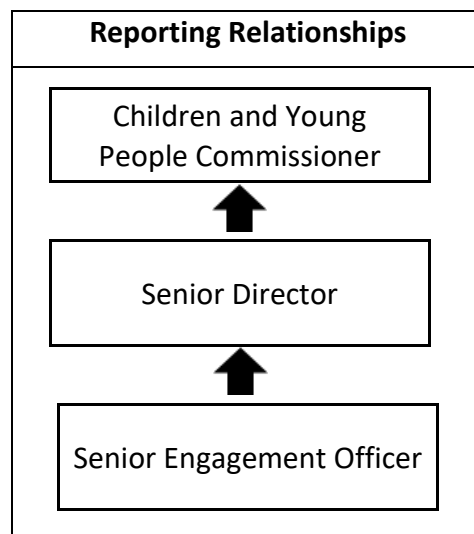


POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit/Agency	ACT Human Rights Commission
Branch	Public Advocate and Children and Young People Commissioner
Position Number	P11396
Position Title	Senior Engagement Officer, Child Rights, Safety and Wellbeing
Classification	Senior Officer Grade C (SOGC)
Location	Canberra City
Last Reviewed	August 2026



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, 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
- Minister for Child Development and Wellbeing

BUSINESS UNIT/AGENCY OVERVIEW

The ACT Human Rights Commission (the Commission) is an independent agency established by the *Human Rights Commission Act 2005*. The role of the Commission is to promote individual and collective rights, including by:

- advocating for the rights and interests of persons experiencing vulnerability
- providing an independent, fair, and accessible process for resolving individual complaints
- promoting service improvement
- promoting the human rights and welfare of people, and
- fostering understanding of relevant legislation.

The Commission includes four statutory office holders:

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

A CHILD SAFE ORGANISATION

The ACT Human Rights Commission is committed to protecting and promoting the rights, safety, and wellbeing of children and young people. The Commission is actively implementing the ten Child Safe Standards in a manner that is culturally safe and inclusive for all children and young people, including by respecting and valuing the diverse and unique identities and experiences of Aboriginal and Torres Strait Islander children and young people, and their families.

The Commission takes a zero-tolerance approach to child abuse, and will seek to ensure all executives, employees, volunteers, and contracted staff uphold their responsibilities.

BRANCH OVERVIEW

The Public Advocate and Children and Young People Commissioner (PA/CYPC) branch comprises two teams, one responsible for supporting the Public Advocate's statutory functions and one responsible for supporting the Children and Young People Commissioner's (CYPC) statutory functions.

The CYPC promotes and protects the rights, interests, safety, wellbeing and participation of children and young people in the ACT through systemic advocacy, engagement, education, awareness raising, policy influence and oversight functions.

The CYPC also has lead responsibility for implementing the ACT Child Safe Standards Scheme, with a particular focus on education, awareness raising, training, resource development and capability-building activities across organisations and sectors that provide services for children and young people.

The role of the CYPC is given effect through the *Human Rights Commission Act 2005*. The CYPC also has statutory responsibilities under other legislation.

POSITION OVERVIEW

The Senior Engagement Officer supports the CYPC by working closely with the Senior Director to operationalise the CYPC's statutory responsibilities and other functions associated with promoting and upholding the rights of children and young people. Working under limited direction, the position leads rights-based engagement activities with children and young people and contributes to the implementation of the Child Safe Standards Scheme through capability-building, education, training, resource development and strategic stakeholder engagement. The role also contributes to policy advice, submissions, advocacy activities and communications initiatives that promote and protect the rights, safety, wellbeing and participation of children and young people.

WHAT YOU WILL DO

Under the limited direction of the Senior Director, the Senior Engagement Officer will:

1. Develop and deliver information, communications, marketing, and online resources that are underpinned by a child rights framework to raise awareness and educate key stakeholders, service providers and members of the public (including children and young people themselves) about matters relating to the rights, safety, wellbeing and participation of children and young people, including the Child Safe Standards Scheme.
2. Lead activities with children and young people that promote and protect their rights, safety, and wellbeing in accordance with the CYPC's statutory functions, including consultation, community events, rights education and other activities commissioned by the CYPC.
3. Engage and consult with relevant services/sectors and stakeholders (including children and young people themselves), to develop and deliver information sessions, interactive workshops, and communications products to promote the CSS Scheme and build organisational capability.
4. Distil relevant and complex information from a range of sources and translate it into engaging and clear communications and information assets for the ACT context using strengths-based and child-focused language.
5. Provide research, policy and strategic advice to the Commissioner, organisations and decision-makers, including through legislative and policy analysis, consultation activities, and the preparation of submissions, reports and briefing materials.
6. Liaise with key stakeholders, service providers and members of the public, and represent the Commissioner as required, while ensuring the integrity of the CYPC brand and reputation is maintained.
7. Lead and contribute to strategic projects, submissions, issues management, stakeholder engagement initiatives, communications activities and other priorities of the CYPC.
8. Work collaboratively with the PA and CYPC teams and broader Commission to achieve the PACYPC and HRC strategic objectives.
9. Model your commitment to upholding the Child Safe Standards in all aspects of the role.

WHAT YOU REQUIRE

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

Professional / Technical Skills and Knowledge

1. **Qualifications and experience** – Experience in relevant fields of practice that support the rights, interests, safety, wellbeing, and participation of children and young people is essential. Tertiary level qualifications and/or proven experience in sector development and communications/public relations are highly desirable.

2. **Human rights** – You have a well developed understanding of human rights principles (notably those affecting children and young people), enabling you to support decisions and develop activities that uphold and promote the rights, interests, safety, wellbeing, and participation of children and young people.
3. **Capability development** – You have experience designing and delivering high quality engagement, participation, capability development and communications initiatives, including child-friendly information and education resources. You have knowledge and experience designing, implementing and evaluating activities that facilitate change and achieve strategic outcomes.

Behavioural Capabilities

4. **Achieves results** – You have experience analysing and distilling information from multiple sources to prioritise activities, recommend appropriate courses of action, and develop activities and products that facilitate desired outcomes. You model curiosity, genuine respect for children and young people, with an up-beat approach, along with an enthusiasm for learning, and continuous improvement.
5. **Stakeholder engagement** – You have strong engagement skills to communicate effectively across a broad range of stakeholders, including children and young people, to identify interests and systemic issues, to inform best practice advice and to design and deliver appropriate child-centred activities and communications. You have experience building productive relationships with government and non-government stakeholders, and share information and knowledge in ways that builds the capacity of children and young people, organisations and the PA/CYPC branch.
6. **Communication and representation** – You can confidently present written and oral communication messages in a clear, concise and articulate manner, and are skilled in preparing and/or coordinating high quality briefings, correspondence and reports. You have a strong ability to effectively communicate complex information in simple and concise ways to a range of audiences and in different contexts.
7. **Personal resilience** – You are skilled in managing information and situations that are highly sensitive and confronting, while remaining objective and outcome-focused. You have a demonstrated ability to seek and obtain support for yourself when needed, and provide support to the team when required in response to key challenges.
8. **Uphold the Child Safe Standards** – You demonstrate your commitment to child rights, safety, and wellbeing by understanding and implementing appropriate professional boundaries, and show courage in addressing non-compliance, including by reporting any suspected or alleged abuse.

Compliance Requirements/Qualifications

1. Tertiary qualifications in relevant fields/disciplines are highly desirable but not a requirement.
2. A minimum of a Class 'C' driver's licence is desirable.
3. This position does not require a pre-employment medical.
4. This position does require a Working with Vulnerable People registration.
5. This position may be subject to pre-employment checks.
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.