

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Division: Health Policy and Programs

Business Unit: Ageing and End of Life Branch

Position Title: Senior Director, Voluntary Assisted Dying Access & Capacity

Position Number: P67035

Classification: Senior Officer Grade A (SOGA)

Location: Woden, Australian Capital Territory, and work from home arrangements

Last Reviewed: July 2026

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

The Health Policy and Programs Division is responsible for providing advice to the Minister for Health and the ACT Government to meet the health needs of the community. We do this by contributing to the creation of policy settings that ensure the right care can be accessed in the right place, in the right way, at the right time, and that people are better able to care for themselves.

This includes but is not limited to, the provision of strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, non-government, and private sector stakeholders.

BUSINESS UNIT OVERVIEW

The Ageing and End of Life Branch is responsible for providing strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, non-government and private sector stakeholders across a range of topics, including aged care, respite, dementia, palliative and end of life care. It also includes the Voluntary Assisted Dying Operations and Policy Service (VADOPS), comprising territory-wide operations and administrative support to the ACT Voluntary Assisted Dying Oversight Board.

VADOPS works collaboratively with Canberra Health Services (CHS) and private providers to deliver Voluntary Assisted Dying services in the ACT. VADOPS is responsible for engagement with the health and care sectors, authorisation and training of practitioners, processing of residency and interpreter exemption requests, and maintaining clinical guidelines and protocols. VADOPS also considers policy issues in relation to voluntary assisted dying, including review of the Act.

In 2026 and 2027, the Branch will lead a project exploring access to Voluntary Assisted Dying for people who lose decision-making capacity. This work centres on convening a citizens' jury to test social licence and community expectations in relation to:

- Access to Voluntary Assisted Dying following loss of decision-making capacity after the final eligibility assessment;
- The acceptability of substitute decision-making under various models; and
- Appropriate safeguards to support any future reform.

The citizen's jury will be facilitated by an external expert provider, supported by a dedicated project team.

POSITION OVERVIEW

The Senior Director, Voluntary Assisted Dying Access & Capacity will lead a small project team to deliver the Voluntary Assisted Dying Access and Capacity project. Working closely with the contracted external provider and a diverse range of stakeholders, this position will drive a process under very tight timeframes and significant scrutiny. This position will lead a team to deliver a project considering a highly complex, nuanced and sensitive policy question that has not been advanced elsewhere in Australia.

To be successful in this role, the occupant will need to display exceptional leadership, project management, communication, strategic thinking, analysis and stakeholder engagement skills.

This role deals with sensitive, confronting and potentially distressing material and concepts. This role will be expected to demonstrate and lead a culture of psycho-social safety, support and resilience.

WHAT YOU WILL DO

Under the broad direction of the Executive Branch Manager, the Senior Director will:

- Lead and manage a team responsible for delivery of the Voluntary Assisted Dying Access & Capacity project and associated Government priorities.

- Oversee strategic policy development, legislative reform activities, deliberative engagement processes, procurement and other projects associated with voluntary assisted dying and end of life policy.
- Lead complex stakeholder engagement and consultation processes involving sensitive and contested issues.
- Drive a culture that embodies safety, respect, integrity, collaboration and innovation.
- Actively contribute to the leadership of the Branch and Division.
- Undertake other duties appropriate to this level of classification as directed.
- This position does 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. Demonstrated experience leading complex policy development, legislative reform and/or strategic projects within government or similarly complex environments.
2. High-level understanding of public policy, legislative processes, governance and stakeholder engagement, preferably within health, social policy or related sectors.
3. Strong analytical, strategic thinking and written communication skills, including experience preparing Cabinet submissions, policy papers and high-level briefing materials.

Behavioural Capabilities

4. Strong interpersonal and stakeholder engagement skills, with ability to build effective working relationships across government, the health sector and community stakeholders.
5. Ability to exercise sound judgement, manage competing priorities and respond effectively in dynamic and politically sensitive environments.
6. A demonstrated commitment to work, health and safety (WH&S) and behaviour consistent with the ACT Public Service Values and Signature Behaviours.

Compliance Requirements / Qualifications

- Relevant tertiary qualifications in law, public policy, social sciences, health policy, public administration or a related field are highly desirable.
- Experience working within government policy, legislative reform or regulatory environments is highly desirable.
- The successful applicant will be required to undergo a National Police Check.
- This role supports significant face-to-face activities. The role requires attendance in Canberra and will involve some out of hours or weekend work.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Director, Voluntary Assisted Dying Access & Capacity (position number P67035) 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	Occasionally
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	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	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)	Never
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	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Never
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	Never
Exposure to potentially distressing case material	Occasionally

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never