



POSITION DESCRIPTION

Directorate: Digital Canberra

Position Number: P70296

Division: Corporate Services

Classification: ASO6

Business Unit: Ministerial and Government Services

Location: Hybrid working arrangements (220LC, Winyu, Bowes Street and work from home)

Position Title: Assembly Liaison and Ministerial Coordination Officer

Last Reviewed: February 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 demonstrate the related [signature behaviours](#).

DIRECTORATE OVERVIEW

Digital Canberra leads the ACT Government's technology, digital, data, and cyber security services. We strive to improve the lives of Canberrans through delivering and supporting digital government services that are easy to access, save time, and are safe to use. We achieve this while also looking to the future – making technology investment decisions that will transform Canberra into a genuinely connected city.

Digital Canberra leads the implementation of the [ACT Digital Strategy](#) and [ACT Digital Health Strategy](#), manages ICT infrastructure for our hospitals, schools, and public service, and represents the ACT at national digital, data, and cyber security forums.

Digital Canberra has a diverse workforce across many functions and sites. We have an inclusive culture, and we ensure our people are respected, valued and involved.

DIVISION OVERVIEW

The **Corporate Services Group** provides a range of strategic, organisational, administrative and human resources functions for Digital Canberra. The group encompasses three branches:

- Ministerial and Government Services
- Communications and Engagement
- People and Capability

BUSINESS UNIT OVERVIEW

Ministerial and Government Services (MaGS) provides operational and strategic advice and support for Digital Canberra on all ministerial and government business matters, including in relation to Cabinet, the ACT Legislative Assembly, intergovernmental and ministerial requests.

As the primary liaison point for all coordination activities within the directorate MAGS works closely with and in support of the Director-General, the broader executive team and Ministerial Offices. Other key activities include divisional, directorate and whole of government reporting, coordinating intergovernmental relations responsibilities, managing and responding to freedom of information (FOI) requests, and policy management.

POSITION OVERVIEW

Under the guidance of the Director Assembly and Ministerial Business, the Assembly Liaison and Ministerial Coordination Officer provides high level advice and support to the Directorate and Minister's office. This position will often be managing various requests and tracking multiple tasks autonomously, each with varying timelines requiring a high degree of responsiveness as well as forward planning. This position requires a high degree of sensitivity and confidentiality to ensure that the government business documents are handled, managed and maintained in accordance with the *Territory Records Act 2002*.

WHAT YOU WILL DO

Under the broad direction of the Director, Assembly and Ministerial Business you will:

1. Liaise across the directorate on a range of Assembly and Ministerial business, including but not limited to:
 - Ministerial briefs and responses to constituent enquiries received by the Minister's Office;
 - Assembly coordination processes and materials, for example managing question time briefs and responses to Questions on Notice; and
 - Whole of Directorate input to weekly briefs, reports and Assembly Committee inquiries.
2. Assist in monitoring, tracking and provision of advice on Assembly and Ministerial business for the Directorate.
3. Prepare high-level written communications ensuring accuracy and appropriate style for Government and stakeholder audience.
4. Work closely and collaboratively with the MAGS branch and directorate colleagues on the progression of government business matters.
5. Develop and foster effective working relationships and liaise directly with internal and external stakeholders, including executive level staff from across ACT government.
6. Proactively provide support across the branch, remaining flexible and adapting to changing priorities as needed.
7. Capture, quality assure and manage information and workflows on various systems and analyse data to produce communications, reports and other outputs.

8. Identify opportunities for improvement and communicate recommendations to stakeholders to support strategic and operational efficiencies.
9. Assist in the development of resources and provide training to staff in the preparation of Assembly and Ministerial business documents and process requirements.
10. This position *does not* involve direct supervision of staff.

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Experience coordinating and responding to a range of Assembly and Ministerial business requests, including reviewing and quality assuring briefs, reports and Legislative Assembly materials, with the appropriate knowledge to provide guidance on processes to foster positive outcomes.
2. Ability to manage complex queries, developing appropriate advice informed by research, insights and evaluation, with an understanding of document requirements and Ministerial preferences.
3. Proficiency in the use of ICT applications and systems, including Microsoft Office and Content Manager, Objective or a similar document management system.
4. Proven ability to handle, manage and maintain sensitive documents in accordance with prescribed processes.

Behavioural Capabilities

1. Sound planning and organisational skills, including the ability to effectively prioritise and manage multiple tasks and demands to meet competing deadlines, working with minimal supervision.
2. Well-developed stakeholder engagement skills, including the ability to develop and maintain productive and collaborative working relationships, with a commitment to service principles and practices.
3. High level written and verbal communication skills, including the ability to communicate with influence, target communication to audiences, and effectively liaise, negotiate and collaborate with a wide range of people.
4. Ability to solve problems by analysing information, and identifying and developing solutions to deliver improvement-focussed outcomes.
5. Adaptability to changing circumstances and multiple priorities and demands, and resilience while working in a constantly changing environment.

Compliance Requirements

1. An ACT Government CMTEDD-issued Personnel Vetting Program certificate, or the ability to obtain and maintain one.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role 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	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation* <i>Note: the position works in an Activity Based Work (ABW) environment. Under ABW arrangements, staff do not have a designated workstation/desk.</i>	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Access to Accrued Days Off (ADOs)	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)	Frequently
Working in a call centre environment	Never
Working directly with the public	Never

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	Never
Bending/squatting	Never
Push/pull	Never
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