

# POSITION DESCRIPTION

**Directorate:** Education

**Position Number:** 26550

**Branch:** Governance

**Classification:** Senior Officer Grade C (SOGC)

**Business Unit:** Chief Operating Officer Group

**Location:** 220 London Circuit, Canberra City

**Position Title:** Assistant Director  
(EGC Secretariat)

**Last Reviewed:** August 2026

## DIRECTORATE OVERVIEW

---

The Education Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is responsible for the operation of the network of government schools across the ACT and for regulating non-government school and early childhood education providers.

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.

Further information about working in the ACT Public Service and the Education Directorate can be found at <https://www.jobs.act.gov.au/about-the-actps> and <https://www.education.act.gov.au/>.

## EXECUTIVE GOVERNANCE COMMITTEE OVERVIEW

---

The Executive Governance Committee (EGC) supports the Director-General as the responsible officer of the Education Directorate reporting to the Minister under Section 19 of the *Public Sector Management Act 1994*. The EGC provides leadership, direction and guidance to the Directorate and provides oversight of the Directorate's policy and strategy, governance, risk, and compliance frameworks. The EGC is supported by several subcommittees.

## BRANCH OVERVIEW

---

The Governance Branch forms part of the Chief Operating Officer Group within the Education Directorate. The Branch is responsible for a range of support services to the Minister, Directorate Executive and ACT public schools.

These functions include, broadly:

- Legal advice and support
- Complaints management
- Access to information
- Audit

- Risk, security and emergency management
- Support for and coordination of the Directorate's policy framework
- Advice and support for governance issues
- Support for school board functions
- Executive Governance Committee (EGC) Secretariat.

## **BUSINESS UNIT OVERVIEW**

---

The Governance, Policy and Procedure team provides a range of services to schools and the Education Support Office to help operationalise good governance and improve performance and conformance outcomes. The team develops governance and compliance frameworks and processes and administers the Directorate's Policy Framework and school compliance monitoring tool. The team provides advice and support for policy management, school board administration, governance reporting, compliance, statutory instruments (delegations), and Memoranda of Understanding (MoU). The team also manages the Directorate's Volunteer and Visitors Policy and MoU register and provides secretariat services to the Executive Governance Committee (EGC).

## **POSITION OVERVIEW**

---

Reporting to the Senior Director, Governance, Policy and Procedures, the Assistant Director (EGC Secretariat) will liaise with offices across the Directorate and play an important role in supporting good governance in the Education Directorate.

The main focus of this role will be providing high quality executive support, including fulfilling the secretariat role for the Executive Governance Committee (EGC) and coordination of regular branch reporting to the EGC.

## **WHAT YOU WILL DO**

---

In accordance with Directorate policies, and under limited direction from the Senior Director, Governance, Policy and Procedures, the Assistant Director (EGC Secretariat), will:

1. Effectively manage relationships with key stakeholders and business areas across the Directorate to ensure high quality reports and timely updates are provided to the Executive Governance Committee and other Directorate committees, as required.
2. Manage correspondence and maintain central recordkeeping and tracking systems for coordination activities (e.g., papers, actions and decision items arising from meetings).
3. Contribute to good committee governance by developing and maintaining committee resources and providing training to support staff.
4. Provide high quality secretariat support to committee chair and members, including timely preparation, collation, clearance and circulation of meeting papers.
5. Assist in regular reporting on branch activities by coordinating branch reports using data visualisation and reporting tools.
6. Work participatively within a small team and undertake other duties as required.

7. This position does not involve direct supervision of staff; however, the EGC Secretariat provides guidance and instruction to staff to ensure high quality support to the Executive Governance Committee.

## **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. Highly developed organisational skills including the proven ability to manage multiple concurrent requests and competing priorities, work under pressure to meet deadlines with minimal supervision, manage inputs from multiple sources, and maintain accurate, up-to-date records.
2. High level communication skills including the ability to liaise and negotiate with stakeholders and produce written documentation of a high quality with attention to detail.
3. Capability in ICT, including data management, use of data visualisation and reporting tools and use of Content Manager (TRIM).

### **Behavioural Capabilities**

4. Sound interpersonal skills including the ability to work as part of a team and build and maintain productive relationships and achieve effective coordination outcomes.
5. High standard of customer-focussed service and demonstrated commitment to accuracy and ability to apply sound judgement such as when reviewing information and supporting the senior executive.
6. Demonstrated commitment to the ACT Public Service Values and proven commitment to the ongoing integration of workplace respect, equity and diversity practices and workplace health and safety principles and practices.

### **Compliance Requirements / Qualifications**

1. Direct experience in providing high level secretariat support in a public sector context would be considered favourably.
  2. This position does not require a pre-employment medical check.
  3. This position does not require a Working with Vulnerable People Check.
-

## WORK ENVIRONMENT DESCRIPTION

---

The following work environment description outlines the inherent requirements of the role of Assistant Director, Governance Policy and Procedures (EGC Secretariat), position number 26550, and indicates how frequently each of these requirements would be performed. Please note that the 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                                                             | Never        |
| Designated workstation - <i>the position is in an activity based work environment</i> | Never        |

| 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                                                                          | Frequently   |
| 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                            | 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  | Occasionally |
| 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          | 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     |