ACT Government
Chief Minister, Treasury and Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Division: Economic Development

Business Unit: Skills Canberra

Position Title: Assistant Director Grants, Policy and Projects

Position Number: P11376

Classification: SOGC

Security Clearance Required: No

Location: Canberra City

Last Reviewed: September 2026

The 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 the related signature behaviours.

WHAT THE DIRECTORATE DOES

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

Further information on working at CMTEDD can be found at:
http://www.jobs.act.gov.au/__data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf

WHAT WE DO

The role of Economic Development is to facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city.

Economic Development is made up of the following business functions:

- Innovation, trade, investment and general business development
- Higher education (including vocational education and training)
- Tourism and major events
- Arts and culture
- Sports and recreation
- Major venues
- Strategic Infrastructure Coordination

Economic Development also has responsibility for coordinating and delivering a range of key strategic initiatives and major projects.

BUSINESS UNIT OVERVIEW

Skills Canberra is responsible for vocational education and training (VET), adult community education (ACE) and skilled migration policy and programs in the ACT. Skills Canberra gathers and interprets data from a wide range of sources to predict industry trends, identify future training and skilled migration requirements, and implements initiatives and programs to deliver on ACT Government priorities.

POSITION OVERVIEW

The Assistant Director Grants, Policy and Projects will work under the limited direction of the Director Strategic Policy and Projects to lead the design, delivery and continuous improvement of Skills Canberra grant programs, including VET and ACE grant programs. The role also leads strategic projects, policy support and development and initiatives across Skills Canberra as required.

WHAT YOU WILL DO

- lead the design, delivery and administration of grants processes, including expressions of interest and application processes
- lead or contribute to the development and implementation of project and program proposals and initiatives
- lead and manage procurement, contract management and associated administration for grants programs and projects
- liaise and negotiate with internal and external stakeholders at all levels to achieve outcomes including face-to-face and online
- monitor and evaluate program, policy and project performance, outcomes, risks and reporting and implement continuous improvement initiatives across Skills Canberra
- develop and deliver program/project communications plans and activities
- provide input to corporate reporting responsibilities for Skills Canberra
- provide strategic advice and prepare ministerial and executive briefings relating to Skills Canberra grants and projects
- plan, coordinate and manage grants, projects and associated workflows, priorities, risks and deadlines to ensure responsive, consistent, and timely delivery
- lead or contribute to other strategic and priority projects across Skills Canberra as required
- understand and work within the ACTPS Values, Code of Conduct, Respect, Equity and Diversity (RED) Framework, and participative work practices and Work Health and Safety
- prepare and deliver face-to-face and online presentations to small and large groups
- operate with a high degree of independence in the execution and adaptation of work plans and the determination of priorities.

This position involves direct supervision of staff.

SELECTION CRITERIA

Under limited direction, the Assistant Director Grants, Policy and Projects will demonstrate:

Professional / Technical Skills and Knowledge

1. High-level people management skills with demonstrated experience in leading a team to deliver a high standard of customer and stakeholder focused service aligned with strategic priorities.

2. Demonstrated experience managing complex grants, programs and projects, including the application of public sector procurement and contract management principles, legislation, policies and procedures, and the development, negotiation and management of procurement and contractual arrangements.

3. Excellent written and oral communication skills and a demonstrated ability to provide strategic advice and timely, accurate and high-quality written briefs, submissions and responses for government ministers and executives.

4. High-level organisational skills with a demonstrated ability to plan, prioritise, and manage complex and varied workloads in a busy business environment.

Behavioural Capabilities

5. Demonstrated experience in cultivating productive internal and external stakeholder relationships to deliver organisational objectives and proactively managing complex situations using sound judgment.

6. Demonstrated leadership ability to foster a positive and inclusive workplace culture, model ethical and professional behaviours, drive effective work practices, and build individual and team capability.

More information on recruitment in the ACTPS is available at:
https://www.cmtedd.act.gov.au/employment-framework/for-employees

QUALIFICATIONS/ REQUIREMENTS

Qualifications and/or equivalent experience in any of the following areas will be favourably considered:

- government grant program management, procurement, contract management and project management;
- knowledge of, and/or experience in, national and ACT VET policy and programs; and
- experience in government policy development.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director Grants, Policy and Projects (P11376) and indicates how frequently each of these requirements would be performed. Please note that CMTEDD is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

Our workforce has transitioned to flexible hybrid working arrangements. This may include working from home or other work sites where agreed. Staff are provided information on how to work from home safely and effectively.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	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)	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)	Never
Working outdoors	Occasionally

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	Never

TRAVEL	**FREQUENCY**
Frequent travel – multiple work sites	Never
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