ACT Government
Chief Minister, Treasury and Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Division: Policy and Cabinet

Business Unit: Policy and Cabinet

Position Title: Executive Group Manager, Wellbeing, Governance and Policy Capability

Position Number: E766

Classification: Executive Level 2.4

Location: Canberra City/Ngunnawal Country

Last Reviewed: September 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

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.

GROUP OVERVIEW

Policy and Cabinet is a dynamic, agile and strategic division that provides advice, support and direction across the ACT Public Service on complex policy matters, incorporating a central agency strategic and coordination role in strategic policy advice, intergovernmental relations, leadership of the wellbeing framework and governance.

Policy and Cabinet supports the Chief Minister, Cabinet, and the Head of Service as Secretary of Cabinet and Chair of Strategic Board, through the provision of policy and support, including Cabinet secretariat functions and advice.

Policy and Cabinet supports the Chief Minister when representing the ACT at intergovernmental forums, notably the National Cabinet and the Council of Capital City Lord Mayors. The Division manages and coordinates the ACT's relationships with other jurisdictions, most significantly with the Commonwealth, NSW, Australia's other capital cities and NSW Councils surrounding the ACT.

The Division is also home to Branches that lead whole of government priorities such as the ACT's well-being framework and the Territory Records Office including the ACT Heritage Library.

What we offer:

- Interesting and fulfilling work in a unique public sector environment where you can see the impact you have on the Canberra community.
- The opportunity to work with passionate, innovative and experienced people who encourage and support you to develop your interests and expertise.
- flexible workplace with a mix of working from home and with state-of-the-art accommodation enabling activity-based work in an engaging and creative environment.

DUTIES / RESPONSIBILITIES

The Senior Executive position leads the Wellbeing branch and Cabinet, Assembly and Government Business Branch, and works closely with strategic policy teams across PCD. The Executive Group Manager is also responsible for identifying, developing and collaborating with stakeholders on key policy and governance issues and government opportunities.

The Executive Group Manager reports to the Deputy Director-General, Policy and Cabinet and operates in an environment of responsiveness and accountability. The position works collaboratively with Ministers' offices, other Executives and officers across the ACTPS and key government and non-government stakeholders, particularly business and industries in the Territory. The team also has a strong relationship with the Strategic Communication Group and works to maximise opportunities to communicate policy and initiatives to all stakeholders.

SELECTION CRITERIA

The position requires outstanding leadership, relationship management, strategic, and communications skills. Applicants should have a proven record in complex policy development and delivery.

A commitment to public service values is essential. Applicants should also be able to demonstrate their capacity to be responsive, manage a diverse workload with competing priorities to meet to tight deadlines.

Tertiary qualifications in a relevant field will be highly regarded (for example, economics, management, public policy or law).

Applications should address the selection criteria below which are based on the ACTPS Executive Capabilities:

Leads and values people

- Motivates and develops people
- Values diversity and respects individuals

- Builds a culture of improving practice

Shapes strategic thinking

- Inspires a sense of purpose and direction
- Encourages innovation and engages with risk
- Thinks broadly and develops solutions

Achieve results with integrity

- Develops organisational capability to deliver results
- Manages resources wisely and with probity
- Progresses evidence based policies and procedures
- Shows sound judgement, is responsive and ethical

Fosters collaboration

- Listens and communicates with influence
- Engages efficiently across government
- Builds and maintains key relationships

Exemplifies citizen, community and service focus

- Understands, anticipates and evaluates client needs
- Creates partnerships and co-operation
- Works to improve outcomes

In addition, Senior Executive Service (SES) Members must do their job in accordance with the closing the gap principle. Further information about the closing the gap principle is included in section 8(4) of the Public Sector Management Act.

Executive Capabilities are a way of describing the behaviours that characterise successful ACTPS executives and the values and personal attributes that support these behaviours. They also provide an integrated and consistent means of assisting executives to identify developmental needs and achieve significant and measurable growth in areas such as leadership, strategic vision and effective management.

Information on Executive Capabilities for the ACTPS is available at http://www.cmd.act.gov.au/employment-framework/for-executives/actps-executive-employment-conditions.