ACT Government
Chief Minister, Treasury and Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Division: Economic Development

Business Unit: Policy, Strategy and Projects

Position Title: Assistant Director

Position Number: P33536

Classification: Senior Officer Grade C

Location: Canberra City

Security Clearance Required: No

Last Reviewed: June 2025

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 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.

DIVISION OVERVIEW

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 areas:

- Policy, Strategy and Projects
- Skills
- Business, Communications and Engagement
- Arts and culture
- Tourism and Investment and major events

- 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

Policy, Strategy and Projects works collaboratively across Economic Development and across government on the strategic economic development priorities of government, including support for inter-governmental relations and other strategic policy priorities of government, complex program design and strategic projects that require cross-government governance, coordination and leadership.

This branch provides advice to Ministers and the Executive on various matters including economic development policy, legislation and governance. This flexible and agile unit is the policy think-tank of Economic Development.

This branch is comprised of three teams:

- The Projects team leads and coordinates strategic economic development projects, including working with universities and key partners on urban economic development projects, and overseeing the governance arrangements and cross-government coordination.
- The Legislation and Strategy team leads and coordinates strategy design, complex program design, legislation matters such as reviews, amendments and board appointments, and provides the secretariat function for strategic economic development committees.
- The Policy team leads and coordinates policy analysis and development, including tertiary education policy matters, and strategic evaluation planning.

POSITION OVERVIEW

The Assistant Director is responsible for supporting the team and branch in contributing to the development, implementation, coordination and evaluation of major economic development policy initiatives and projects led by the business unit.

You will work in a team of highly talented staff in collaboration with our project partners within Economic Development and across ACT Government on a range of projects and initiatives. This may include involvement in a number of projects at any one time or assignment to one specific complex project.

WHAT YOU WILL DO

Under limited direction, as Assistant Director, you will deliver on some or all of the following responsibilities:

1. Develop and/or contribute advice on policy and project matters. This may involve the co-ordination, development and presentation of high-quality reports, business cases, submissions, Cabinet submissions, high level briefs, board appointment processes and correspondence on active projects.

2. Support, collaborate and foster effective partnerships/relationships with stakeholders to progress the implementation and efficient delivery of the Government's economic development policy and programs.
3. Develop and manage program, project and committee governance arrangements, such as internal processes and procedures to support coordinated delivery, developing governance and risk management frameworks and/or provision of secretariat support.
4. Lead and assist in the end-to-end procurement process for engaging consultants and contractors. This includes supporting the development of procurement documentation, coordinating processes, evaluating proposals and managing compliance.
5. Assist in the program and project management, including budget management.
6. Support branches across Economic Development in designing complex new programs, developing policy advice, implementing policy and evaluating initiatives.
7. Actively participate in and contribute to a positive and high performing team to foster a culture of performance, collaboration and continual improvement.
8. Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

This position may involve direct supervision of staff.

WHAT YOU REQUIRE

The following capabilities form the criteria required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Well-developed ability to undertake research and analysis, interpret and analyse legislation and present and provide high level strategic, policy and regulatory advice.
2. Well-developed communication (oral and written) skills including the ability to develop and co-ordinate policy positions, draft legislative instructions, project governance arrangements, professional briefs, government submissions, Cabinet submissions, business cases and reports.
3. Excellent problem-solving, attention to detail and organisational skills, and a demonstrated ability to plan, prioritise, co-ordinate, and manage workflows associated with a busy business environment.
4. Experience in project management, including budget management and/or reporting.

Behavioural Capabilities

5. A history of developing productive working relationships with internal and external stakeholders to achieve results, including a demonstrated ability to manage sensitive and confidential issues with integrity.
6. A history of contributing in a workplace where people are encouraged to improve business results through enhanced organisational culture and innovative approaches.
7. Ability to effectively manage staff and your own workload.

Compliance Requirements / Qualifications

There are no mandatory qualifications for this position.

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

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director and indicates how frequently each of these requirements would be performed. Please note that CMTEDD is committed to providing reasonable adjustments where appropriate and ensuring all individuals have equal opportunities in the workplace.

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	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	Occasionally
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	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)	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	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	**FREQUENCY**
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

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	Never

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