



# POSITION DESCRIPTION

<b>Directorate:</b>	Education Directorate
<b>Group:</b>	System Policy and Reform
<b>Branch:</b>	Planning, Analytics and Evaluation
<b>Position Title:</b>	Assessments Support
<b>Position Number:</b>	P68963
<b>Classification:</b>	Administrative Services Officer, Level 6
<b>Immediate Supervisor:</b>	Director, Common Assessments
<b>Location:</b>	220 London Circuit, Canberra
<b>Last Reviewed:</b>	April 2025

## DIRECTORATE OVERVIEW

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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. 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/>.

## BRANCH OVERVIEW

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The Planning, Evidence and Analytics Branch leads and is accountable for the collection, analysis, and reporting on key educational data sets to the Minister for Education and Early Childhood; Education Directorate Executive; schools; and other key stakeholders to support school improvement.

The Branch is responsible for developing, leading and managing the Directorate's student enrolment policy and planning for school infrastructure in response to population growth and student demand. And provides advice on managing school demand, including new and expanded school infrastructure, and on land planning/school siting needs for the ACT school system.

The Branch also manages the delivery and analysis of local, national, and international system-required assessment programs and surveys, and leads the Directorate's evaluation program, working with business units to scope, conduct and report on policy and program evaluations. The Branch also leads engagement on education data sharing arrangements and research.

## POSITION OVERVIEW

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This position is responsible for supporting the implementation of strategic education initiatives by coordinating administrative and project-related activities, managing relationships with school leaders and stakeholders, and assisting with the interpretation and use of education data. The successful applicant will demonstrate sound judgement, data literacy, and strong interpersonal skills in working with school principals and directorate teams.

## WHAT YOU WILL DO

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In accordance with Directorate Policies and working in a team under the Director of the Common Assessment Tools team, the Administrative Services Officer will:

- Coordinate and track deliverables using project management tools and templates across strategic education initiatives.
- Provide high-level administrative and secretariat support, including scheduling, meeting preparation, minute-taking and follow-up action tracking.
- Support strong, respectful engagement with school principals and other stakeholders, demonstrating empathy and professionalism.
- Liaise with schools to support the collection, cleansing, and analysis of education-related data and information.
- Assist with drafting clear and concise communications, including briefings, reports, stakeholder updates and data summaries.
- Work collaboratively across internal teams to ensure alignment between project objectives and broader system priorities.
- Maintain accurate records and contribute to quality assurance of documentation and reporting.

## WHAT YOU REQUIRE

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### Professional and Technical Skills, and Knowledge

1. Strong written communication skills, with the ability to prepare clear reports, correspondence and meeting documentation.
2. Excellent interpersonal and stakeholder engagement skills, particularly in working with school leaders and frontline staff.
3. Well-developed data literacy skills, including the ability to understand and present education data clearly (e.g. Excel, Power BI, or similar).

### Behavioural Capabilities

4. Demonstrated ability to manage multiple tasks, meet deadlines, and apply sound organisational and project management skills.
5. Ability to work both independently and as part of a team, showing initiative and flexibility.
6. A commitment to the ACTPS values of Respect, Integrity, Collaboration and Innovation, and to safe, inclusive work practices.

### Desirable

- Experience working with schools or within an education policy environment.

- Familiarity with ACT Government reporting, project or data systems.
- Experience using SharePoint, Microsoft Teams, Excel, and Power BI.

### **Compliance Requirements / Qualifications**

- This position does not require a pre-employment medical.
- This position does not require a Working with Vulnerable People Check.

## **DIVERSITY STATEMENT**

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The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

## **HOW TO APPLY**

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Please submit:

- A response (of no more than two pages) addressing the 'Professional and Technical Skills, and Knowledge', and 'Behavioural Capabilities' requirements included in the Position Description.
- A current curriculum vitae; and
- The contact details of two referees.

Application should be sent directly to the Contact Officer.

## **FURTHER INFORMATION**

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For further information please contact the Contact Officer via email at [tanya.young@act.gov.au](mailto:tanya.young@act.gov.au)