



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Position Number: P55151, several

Division: Several

Classification: Trainee

Business Unit: Several

Location: Dependent on work placement

Position Title: Apprentice Trainee (ASbA)

Last Reviewed: June 2026

Position Requirements: This is an identified position in accordance with Section 27(4) of the [Public Sector Management Act 1994](#) and is only open to an Aboriginal and/or Torres Strait Islander person. Aboriginal and/or Torres Strait Islander lived experience, and cultural capability is considered essential and confirmation of Aboriginal or Torres Strait Islander heritage may be requested.

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](#).

ACT GOVERNMENT OVERVIEW

The Australian Capital Territory (ACT) Government delivers a wide range of services to support the Canberra community and works to improve the social, economic and environmental wellbeing of the Territory. The ACTPS supports the Government of the day by providing advice, implementing policies and programs, and delivering services across areas such as health, education, justice, transport, environment and economic development. As a values-based organisation, the ACTPS is committed to serving the community with integrity, respect, collaboration and innovation, and to building a diverse and inclusive workforce that reflects the community it serves.

The ACTPS is made up of eight directorates, that collectively form the public service. Each directorate is responsible for delivering key services and outcomes:

- **Canberra Health Services**
Delivers frontline public healthcare services, including hospitals, community health services and specialist care.
- **Chief Minister, Treasury and Economic Development Directorate**
Provides strategic leadership, including economic policy, budget management, whole-of-government coordination, and corporate and shared services.
- **City and Environment Directorate**
Manages municipal services and city operations, including waste, parks, roads, and environmental services.

- **Digital Canberra**
Leads digital transformation across government, including ICT strategy, digital services, and whole-of-government technology platforms.
- **Education Directorate**
Oversees public education, including early childhood education and ACT public schools, and supports lifelong learning.
- **Health and Community Services Directorate**
Develops health policy and delivers community services, including housing, social inclusion, and programs supporting vulnerable populations.
- **Infrastructure Canberra**
Plans and delivers major infrastructure projects to support growth and development across the Territory.
- **Justice and Community Safety Directorate**
Supports the justice system, emergency services, and regulatory functions, and promotes community safety.

Further information about CMTEDD is available at [Home - ACT Government](#)

PROGRAM OVERVIEW

The CMTEDD Employment Pathway Program (EPP) is a development program that provides year 11 students with the opportunity to combine their secondary studies with part-time paid employment while also working towards obtaining a nationally recognised Certificate II qualification. Students will receive support and mentoring for the duration of the traineeship through a Group Training Organisation (GTO). On successful completion of the EPP and the ACT Senior Secondary School Certificate, participants will be permanently appointed at the Administrative Service Officer Level 2 (ASO2) or equivalent classification in accordance with the relevant legislation.

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Technical Skills and Knowledge

- Proficient in the use of computer applications including Microsoft office suite.

Behavioural Capabilities

- Competent written and verbal communication skills with attention to detail.
- Flexibility and willingness to learn from situations and experiences that build personal capabilities.
- Ability to work effectively with others and as a member of a team.
- Ability to understand and follow instructions, policies and procedures to complete tasks.