

POSITION DESCRIPTION

Directorate: Health and Community Services

Position Number: P44244

Division: Health System Planning and Performance

Classification: Senior Officer Grade A (SOGA)

Business Unit: Health Services Planning

Location: Hybrid, Bowes St Woden

Position Title: Senior Director, Health Services Planning

Last Reviewed: July 2026

DIRECTORATE OVERVIEW

The Health and Community Services Directorate (HCSD) delivers a broad range of health and human services to support the wellbeing of the ACT Community and ensures our public health system meets the community's needs, now and into the future. HCSD provides strategic leadership on policy and population health direction for the ACT health system, ensuring services are innovative, effective, and responsive to community needs.

Alongside health strategy, HCSD is responsible for a range of human services including multicultural affairs, services for older people, housing, women's initiatives, family and domestic violence and homelessness services, and support for children, youth, and families. The Directorate also leads community disaster recovery and Aboriginal and Torres Strait Islander engagement.

HCSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

DIVISION OVERVIEW

Health System Planning and Performance (HSPP) links the ACT health system's strategic direction with operational delivery. It provides system-wide leadership in long-term planning, performance management and accountability, including stewardship of national funding arrangements, system performance monitoring, health service planning and infrastructure planning.

HSPP takes a long-term, evidence-based approach to understanding population health needs, analysing demand and demographic trends to inform future service requirements and support culturally safe, accessible and fit-for-purpose services for Canberrans.

Supported by strong data analytics capability, HSPP delivers analysis, modelling, forecasting and performance insights to inform planning, funding decisions and system improvement. It supports executive decision-making through government reporting, governance support, and engagement with academic and national partners.

Through its strategic infrastructure function, HSPP translates service planning and demand modelling into sustainable infrastructure priorities that enable high-quality care.

BRANCH AND BUSINESS UNIT OVERVIEW

The Health Services and Infrastructure Planning (HSIP) Branch leads long-term health service and infrastructure planning across the ACT, working in partnership with clinicians, consumers, non-government organisations, infrastructure partners and ACT Government agencies to translate service priorities into strategic planning and investment decisions.

Taking a forward-looking, system-wide perspective, the Branch integrates population trends, clinical insights, community expectations and asset data to inform evidence-based decision-making and deliver enduring value for the ACT community.

The Health Services Planning Team works across the health sector with consumers and public, private and non-government service providers and agencies to:

- Identify health service needs;
- Undertake analysis of health status information, service activity, clinical trends and technology mapping to inform public health services development including capital planning;
- Support and drive major public health system service redesign initiatives across the Territory;
- Provide a program management office function to support the implementation of Territory wide projects;
- Develop, and provide advice on, Territory wide health strategies and plans; and
- Drive the initiation of, and coordinate the monitoring and evaluation of, strategies and actions in completed health services plans.

POSITION OVERVIEW

The Senior Director will work collaboratively with staff and colleagues to ensure the public health system meets community needs by leading robust strategic health services planning and project support functions. The Senior Director will model the directorate's values and the Health System Planning and Performance Division partnership and engagement approach to planning for service development and redesign.

WHAT YOU WILL DO

Under broad direction, the Senior Director will:

- Take responsibility for health service planning, service reviews, development, monitoring and evaluation of Territory wide health service strategies and initiate planning for the implementation of new and expanded services.
- Provide authoritative strategic advice and support to the Executive Branch Manager, and key stakeholders on issues relating to service planning and development.
- Anticipate and undertake organisational reporting and briefing requirements and escalation of project risks and issues.
- Provide project management services and advice including all project correspondence and documentation.

- Lead and contribute to the development and submission of business cases relating to service planning and development in collaboration with the Executive, as required.
- Develop and maintain positive working relationships with consumers and other stakeholders including executive, staff and key stakeholders across all areas of the directorate, health services and the wider ACT Government.
- Effectively lead and manage staff to achieve high performance in these functions.
- Undertake other duties as appropriate to this level of classification which contribute to the operation of this section.

WHAT YOU REQUIRE

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

Professional / Technical Skills and Knowledge

1. A sound understanding of the Australian health system.
2. Extensive experience in health services or other government services strategic and operational planning.
3. Strong analytical skills to facilitate evidence-based decision making.
4. The ability to clearly articulate complex technical information to a broad range of stakeholders.

Behavioural Capabilities

5. Demonstrated ability to lead a team to deliver large projects within agreed timeframes.
6. Demonstrated success in communicating effectively with and influencing stakeholders.

Compliance Requirements/Qualifications

- Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation [Instructions: is the position in an activity based work environment?]	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Access to Accrued Days Off (ADO's)	Occasionally
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	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
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
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required <i>[Instructions: list the PPE that is required with the same frequency, add another row if there is PPE required with a different frequency.]</i>	Never