

Directorate	Education
Section	Communications and Engagement
Position Number	17860
Classification	Senior Officer Grade C
Positions Titles	Assistant Director, Communications and Engagement
Last reviewed	February 2024

**Temporary position for a period of 18 months.
Available from 1 October 2026 until 1 April 2028.**

The Education Directorate's Communications and Engagement team is seeking an engagement-focussed Assistant Director to join us for maternity leave cover. We are a passionate, collaborative, and high-performing team, looking for an enthusiastic person keen to hit the ground running.

This position provides communications and engagement support across a range of school infrastructure projects from new school builds, modernisations and expansions and the school maintenance program. This work is part of the ACT Government's \$800 million investment in ACT public school infrastructure. This position also provides support across the wider communications and engagement team when needed.

Please supply a two-page pitch addressing the selection criteria, along with your CV and the contact details of two referees.

This position will be filled on application, interview and referee reports.

Contact officer: Michelle Dunne Breen, Director Communications & Engagement – Infrastructure, phone: 0403 846 380.

DIRECTORATE OVERVIEW

The Education Directorate delivers quality public school and early childhood education to shape every child's future and lay the foundation for lifelong development and learning.

We deliver high-quality education across 91 public schools educating more than 50,000 students from early childhood through to year 12.

Our workforce consists of more than 8000 staff, including 7200 school-based staff.

We also regulate the early childhood sector and register non-government schools in the ACT. Our [Strategic Plan 2022-2025](#) explains our vision, mission, values and strategic focus.

BRANCH AND TEAM OVERVIEW

The Communications and Engagement team leads the internal and external communications priorities and strategy for the Education Directorate.

We build trust and confidence in the ACT Education Directorate and ACT public education through engaging, informative, and compelling communications.

Working closely with Education Support Office line areas and ACT public schools, the team devises targeted communication and engagement strategies and campaigns to deliver the right message, to the right people, via the right channel, at the right time.

The Assistant Directors play key roles in telling the stories of the students and staff working in ACT public schools; our commitment to equity and inclusion for all students; engaging with school communities and the wider community in programs and policies that affect them; and celebrating the significant investment from the ACT Government to build, upgrade and expand public schools.

THE ROLE

Under broad direction of the Director Strategic Communications, or Director Communications and Engagement – Infrastructure, and Senior Director Communications and Engagement, you will:

- Develop, implement and evaluate communications and engagement strategies for public-facing audiences to support business priorities and outcomes.
- Produce high-quality content for a range of audiences supporting communications strategies for directorate projects and programs such as promotional copy, media releases and content for digital channels both owned and external.
- Build and maintain relationships with key stakeholders including line areas, schools, Education Support Office staff and senior executives.
- Provide advice and support to directorate line areas about best-practice communications, encouraging innovation and efficiency.
- Work with directorate line areas to streamline and produce quality, accessible content for the Education Directorate website.
- Work as part of the broader Communications and Engagement team, fostering a positive and supportive culture.
- 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.
- Support and participate in best-practice communications and engagement response at the Public Information Coordination Centre (PICC) in times of a Territory emergency.
- Undertake other duties appropriate to this level of classification that contribute to the directorate.

SELECTION CRITERIA

In a two-page pitch, please address the following criteria:

Behavioural Capabilities

1. Demonstrated experience in designing and delivering communication and engagement strategies including establishing priorities and managing associated issues.
2. Ability to collaborate and negotiate effectively with a range of internal and external stakeholders.
3. Display behaviours that are consistent with the ACTPS values of Respect, Integrity, Collaboration and Innovation.

Professional / Technical Skills and Knowledge

1. Excellent communication skills (oral and written) with the ability to communicate complex topics in plain English for a variety of audiences.
2. Highly developed interpersonal and liaison skills, with the ability to work with a diverse range of stakeholders and as part of a team.
3. High-level organisational skills with the capacity to work under pressure and meet tight timeframes.

COMPLIANCE REQUIREMENTS/QUALIFICATIONS

1. Prior to commencement, the successful candidate will be required to undergo a preemployment National Police Check.
2. Qualifications in the fields of communications and engagement and/or IAP2 are highly desirable.
3. All team members of the Communication and Engagement team are required to hold a Working with Vulnerable People card.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the roles and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

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	Never
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours	Occasionally

Fixed or specified start/finish times	Occasionally
Peaks and troughs	Frequently
Frequent overtime	Occasionally
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently

Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Occasionally
Work in isolation from other staff (remote supervision)	Frequently
Working in a call centre environment	Never
Working directly with the public	Frequently

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	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
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	Occasionally
Low lighting	Never

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