

Position Description

Chief of Staff

Classification: Senior Adviser Level 2

Salary range: \$167,151 - \$188,260 (plus 7% allowance and superannuation)

Position description

Minister Tough is seeking a Chief of Staff to lead her Ministerial office. Working closely with the Minister you will be responsible for long-term strategic planning, operational leadership and day to day management of the Minister's office. You will need to be comfortable working across a broad range of portfolios to localised priority projects, as well as policy development, legislative reform and overseeing the day to day Ministerial-level management of government business and a number of agencies.

You will lead and support the professional development of a small, dedicated team of ministerial staff, and work closely with the offices of other Ministers and MLAs to support good government in the ACT.

Key responsibilities

Reporting to the Minister, the Chief of Staff will manage the Minister's office and team of advisers, and provide high level policy, analytical and strategic political advice to the Minister and ACT Government. Key responsibilities of the role include:

- Managing a high-performing team and ensuring systems and processes support the Minister.
- Long term planning, strategy development, and policy review for the Minister.
- Analysing and reviewing complex policy issues and assisting the Minister with issues management.
- Co-ordinating Government and Legislative Assembly business including legislation in the Minister's office and across the Executive.
- Engage in constituency work as required, including maintaining awareness of and coordinating responses to constituency issues.
- Fostering a positive and inclusive work environment and culture where all staff are valued and respected.
- Providing advice, briefings, speeches, media support and other outputs for the Minister as required.
- Working closely with other Chiefs of Staff, policy advisers, and media advisers to support the ACT Executive.
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Applicants will need to demonstrate

- Leadership and ability to work in a team environment.
- Excellent interpersonal, liaison and relationship management skills.
- Experience in developing, analysing and implementing public policy.
- Strong research, analytical and problem-solving skills.
- Excellent organisational and priority-management skills
- Excellent written and oral communication skills.
- Capacity to work independently, meet deadlines and work under pressure.

Experience or understanding of parliamentary systems and/or the ACT political system would be an advantage.

How to apply

Please submit a one-page cover letter, CV, and details for two referees to Barr@act.gov.au by 11:59pm, Friday 28 August 2026.

The successful candidate will be engaged under a Legislative Assembly Members' Staff contract, and other terms and conditions of employment are governed by the ACT Legislative Assembly Members' Staff Enterprise Agreement 2023 – 2026. It is not an ACT Public Service position.

Please note prior to commencement successful candidates may be required to undergo a pre-employment police check.

For further details about this position, please email Barr@act.gov.au or call (02) 6205 0011.