



POSITION DESCRIPTION

Directorate: Education

Position Number: P72297

Division: Chief Operating Officer Group

Classification: Senior Officer Grade C

Business Unit: Ministerial and Corporate Reporting

Location: Level 4, 220 London Circuit

Position Title: Assistant Director, Ministerial Support

Last Reviewed: January 2026

Position Requirements: Nil

DIRECTORATE OVERVIEW

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.

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.

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/>.

DIVISION OVERVIEW

The Chief Operating Officer Group is responsible for the Governance, Media, Communication and Government Support, and People and Performance functions of the Directorate.

BUSINESS UNIT OVERVIEW

The Ministerial and Corporate Reporting team provide the critical connection between the Directorate and Government.

The team manages and supports the Directorate to meet its obligations around Cabinet, Legislative Assembly, and ministerial business. The team coordinates input to government commitments, annual reporting, performance and accountability and attendance at committee hearings.

The team also provides secretariat support for Director-General stakeholder meetings.

POSITION OVERVIEW

This position will play a central role in strengthening the quality, consistency, and effectiveness of the Directorate's ministerial engagement processes. The role is responsible for overseeing quality assurance arrangements for briefs, correspondence, and other ministerial products, ensuring materials provided to the Minister's Office meet required standards, government expectations, and tight timeframes.

A key responsibility of the position is the review and quality assurance of ministerial submissions prepared by line areas. This includes conducting detailed assessments of briefs, correspondence, and related documentation, identifying recurring quality issues, and providing targeted feedback to support continuous improvement across the directorate. The position monitors trends in the quality of ministerial products and works proactively with business areas to address capability gaps and strengthen drafting, clearance, and submission practices.

The role leads and coordinates targeted interventions to support uplift in areas of need, working closely with executives, managers, and staff to improve understanding of Ministerial Office processes, expectations, and standards. This includes designing, developing, and delivering training materials and capability-building initiatives, such as drop-in sessions, workshops, branch presentations, and guidance resources, to promote best practice and build organisational capability.

The position works collaboratively with Executive Officers and key stakeholders across the Directorate to strengthen quality assurance capability and embed consistent approaches to ministerial work. Through the provision of advice, coaching, and practical support, the role helps establish clear expectations and enables business areas to deliver high-quality products with confidence.

The position is also responsible for maintaining and enhancing the Directorate's government business and ministerial resources, including intranet content, guidance materials, and template libraries. This ensures staff have access to current, accurate, and user-friendly tools that support compliance with ACT Government and Ministerial requirements.

In delivering these responsibilities, the position contributes to the continuous improvement of ministerial services across the Directorate, fostering a culture of quality, accountability, and responsiveness while ensuring the Minister and senior executives are supported by accurate, timely, and high-quality information and advice.

WHAT YOU WILL DO

1. Review and quality assure ministerial products, including briefs, correspondence and other submissions to the Minister's Office, ensuring materials are accurate, fit-for-purpose, and meet required standards and timeframes.
2. Monitor and analyse quality trends across ministerial products, identify recurring issues, and provide targeted feedback and practical support to business areas to drive continuous improvement.

3. Lead capability uplift initiatives by designing and delivering training, guidance materials, workshops and information sessions on Ministerial Office processes, expectations and best-practice drafting.
4. Work collaboratively with Executive Officers and stakeholders across the Directorate to strengthen quality assurance capability, promote consistency, and support the delivery of high-quality ministerial services.
5. Maintain and enhance ministerial resources, including government business intranet content, guidance materials and template libraries, ensuring they remain current, accessible and aligned with ACT Government requirements.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated expertise in ministerial and government business processes, including the ability to apply quality assurance frameworks, provide authoritative advice, and ensure documentation meets Ministerial Office and ACT Government standards and expectations.
2. Highly developed communication, stakeholder engagement and capability-building skills, with experience providing constructive feedback, delivering training and guidance, and working collaboratively with Executive Officers and business areas to improve the quality and consistency of ministerial products.
3. Strong organisational, analytical and writing skills, with the ability to manage competing priorities, identify trends and improvement opportunities, and draft, review and quality assure complex briefs, correspondence and other documentation within tight timeframes.

Behavioural Capabilities

4. Demonstrates initiative, critical thinking and sound judgement in managing complex and sensitive matters. Responds effectively to changing priorities, identifies and addresses issues proactively, and works both independently and collaboratively to achieve outcomes in a dynamic environment.
5. Maintains a strong focus on accuracy, quality and timeliness while managing competing priorities and tight deadlines. Demonstrates resilience and attention to detail in a fast-paced environment, ensuring ministerial products and related documentation consistently meet required standards.
6. Demonstrated commitment to ACT Public Service Values and Signature Behaviours, and an understanding of the Respect, Equity and Diversity Framework and Work Health and Safety requirements, including promoting inclusive behaviours, contributing to a positive workplace culture, and upholding principles of equity, accountability and safe work practices.

Compliance Requirements / Qualifications

1. Citizen or permanent resident of Australia
2. This position does not require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director Ministerial, Assembly and Cabinet(position number 72297) 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	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
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	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally

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

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	Occasionally

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