

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Division: Health Policy and Programs

Business Unit: Mental Health and Suicide Prevention

Position Title: Policy and Project Officer

Position Number: P69638

Classification: Administrative Service Officer Class 6 (ASO6)

Location: Hybrid, Woden and Work From Home

Last Reviewed: September 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

The Health Policy and Programs Division provides advice to the Ministers for Health and Mental Health and the ACT Government to meet the health needs of the community. This includes developing policy settings that ensure the right care is delivered in the right place, at the right time, and supports people to better manage their own health.

The Division delivers strategic policy advice, program and project delivery, procurement of non-government services, and engagement across government, non-government and private sector stakeholders.

BUSINESS UNIT OVERVIEW

The Mental Health and Suicide Prevention Branch (MHSPB) is responsible for providing strategic advice, policy development and implementation in relation to mental health, social and emotional wellbeing and suicide prevention. The MHSPB leads engagement with the policy cycle related to mental health and is a key point of response for mental health matters requested for action and advice by the Minister for Mental Health. The MHSPB also undertakes the development and management of mental health funded community-based programs and services.

POSITION OVERVIEW

We are seeking an enthusiastic and dedicated team member with a suitable background in health, mental health or community service delivery, policy and program development, implementation and evaluation, and/or project management.

Under general direction this position is required to exercise a considerable degree of independence to achieve policy and project outcomes. This will require well-developed written and verbal communication skills and ability to liaise with a diverse range of stakeholders. Additionally, the position requires sound judgement and analytical skills to respond quickly to business needs and meet tight timeframes.

Ability to work in hybrid arrangement (home and office) will be important.

WHAT YOU WILL DO

Under the general direction of the Assistant Director, you will:

- Assist in providing strategic policy advice to the HCSD executive and the ACT Government.
- Assist to design, develop, implement, and evaluate policy, projects, initiatives and programs, in a dynamic environment and under tight timeframes.
- Prepare and coordinate ministerial and directorate briefings and assist in the drafting of Cabinet submissions, answers to Assembly questions, speeches, briefs for intergovernmental committees, correspondence and other government business, which may relate to local, national or international health issues.
- Develop and manage effective business relationships with key internal and external stakeholders, coordinate input for briefings, and progress on current projects and delivery of identified outcomes.
- Represent the Directorate in liaison and negotiation with community stakeholders, other agencies, Directorates and Governments.
- Work collaboratively, support diversity initiatives and contribute to the positive team culture of the HCSD.
- Undertake other duties appropriate to this level of classification that contribute to the Directorate.

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. Ability to think strategically, understand and analyse policy, make judgements in a sensitive and complex area, and contribute to the production of strategic health policy advice of a high standard.
2. Ability to assist in the planning, development and implementation of projects and policy initiatives, in a dynamic environment and under tight timeframes.
3. Written communication skills of a high order with demonstrated ability to prepare a range of documents, including briefs, submissions, and reports.

Behavioural Capabilities

4. Excellent interpersonal, communication (oral and written), liaison, negotiation and representational skills, with a range of internal and external stakeholders

5. Demonstrated ability to deliver and operate in a complex and dynamic environment with minimal supervision, to work under pressure and to tight timeframes.

Compliance Requirements/Qualifications

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

Desirable:

- Relevant experience and/or tertiary qualifications in a related field or equivalent experience in public health and/or public policy.
- As this role is likely to work with Aboriginal and Torres Strait Islander families and young people, cultural awareness, and capacity to work with Aboriginal and Torres Strait Islander people is highly desirable.