POSITION DESCRIPTION

Directorate: Education

Branch: Governance

Business Unit: Governance, Policy and Procedure

Position Title: Assistant Director (Policy)

Position Number: 39427

Classification: Senior Officer Grade C (SOGC)

Location: 220 London Circuit, Canberra City

Last Reviewed: October 2026

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/.

BRANCH OVERVIEW

The Governance Branch forms part of the Chief Operating Officer Group within the Education Directorate. The Branch is responsible for a range of support services to the Minister, Directorate Executive and ACT public schools.

These functions include, broadly:

- Legal advice and support
- Complaints management
- Access to information
- Audit
- Risk, security and emergency management
- Support for and coordination of the Directorate's policy framework
- Advice and support for governance issues
- Support for school board functions
- Executive Governance Committee (EGC) Secretariat.

BUSINESS UNIT OVERVIEW

The Governance, Policy and Procedure team provides a range of services to schools and the Education Support Office to help operationalise good governance and improve performance and conformance outcomes. The team develops governance and compliance frameworks and processes and administers the Directorate's Policy Framework and School Compliance Checklist. The team provides advice and support for policy management, school board administration, governance reporting, compliance, statutory instruments (delegations), and Memoranda of Understanding (MoU). The team also manages the Directorate's Volunteer and Visitors Policy and MoU register and provides secretariat services to the Executive Governance Committee (EGC).

POSITION OVERVIEW

Reporting to the Senior Director, Governance, Policy and Procedure, the Assistant Director (Policy) will liaise across Education offices to promote and support good governance for the Directorate.

The main focus of this role will be ensuring good policy governance by providing sound recommendations, advice and support when applying the policy framework; maintaining the policy register; reporting to the executive; and undertaking review and refresh of the policy framework, register and library.

This role also provides guidance on the process of developing memoranda of understanding (MoU) and identifying when agreements are required.

WHAT YOU WILL DO

In accordance with Directorate policies, and under limited direction from the Senior Director, Governance, Policy and Procedure, the Assistant Director (Policy), will:

1. Effectively manage relationships with key stakeholders across the Directorate to assist with the administration of the Directorate's policy framework.
2. Maintain the central policy registers and the associated TRIM containers as the single source of truth.
3. Produce and update material under the policy framework such as guidance, procedures and templates.
4. Provide guidance and quality assurance services to policy owners to support the development and endorsement of Directorate policies.
5. Review draft MoU, ensure a central MoU register is maintained, and develop guidance to assist staff in identifying when agreements are required.
6. Prepare briefs and reporting as required.
7. Work participatively within a small team, contribute to Branch activities, and undertake other duties as required.
8. This position does not involve direct supervision of staff.

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 experience in the management and drafting of evidence-based policies and procedures and the proven ability to interpret legislation to apply in a policy context.

2. High level communication skills including the ability to provide feedback, liaise and negotiate with stakeholders and produce written documentation, including briefs and reports, of a high quality with attention to detail.

3. Demonstrated capability in ICT, including experience managing data and using data visualisation and reporting tools and TRIM.

Behavioural Capabilities

4. Strong interpersonal skills including the ability to work as part of a team and build and maintain productive relationships and achieve effective coordination outcomes.

5. Demonstrated sound judgement when reviewing policies to assist improved compliance outcomes and effective prioritisation and ability to work under pressure to meet deadlines with minimal supervision.

6. High standard of customer-focussed service and demonstrated commitment to the ACT Public Service Values and to the ongoing integration of workplace respect, equity and diversity practices and workplace health and safety principles and practices.

Compliance Requirements / Qualifications

1. Policy management experience in the public sector will be considered favourably.
2. This position does not require a pre-employment medical check.
3. 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, Governance Policy and Procedures (Policy), position number 39427, and indicates how frequently each of these requirements would be performed. Please note that the 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 - *the position is in an activity based work environment*	Never

STANDARD HOURS	**FREQUENCY**
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Frequently
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	Frequently
Frequent overtime	Occasionally
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	Never

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	Never

TRAVEL	**FREQUENCY**
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Never
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	Occasionally
Exposure to potentially distressing case material	Occasionally

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