

Directorate: Education

Position Number:

Division: Office of the Director-General

Classification: SOG A

Business Unit: Executive Office

Location: Hybrid (220 London Cct, Canberra City and Hedley Beare Centre for Teaching & Learning, Stirling)

Position Title: Executive Officer

Last Reviewed: October 2025

DIRECTORATE OVERVIEW

The Education Directorate (The Directorate) is responsible for early childhood education and care, and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of nongovernment schools and home education.

Our vision is that we will be a leading learning organisation where people know they matter. We focus on creating capable, resilient, and active citizens by placing students at the centre, empowering learning professionals, building strong communities, and systems that support learning.

The Directorate is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

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 Director-General's Office consists of the Director-General, the Executive Officer, An Executive Coordinator and the Executive Assistant.

The officer is a critical first point of contact for the Director by the Minister and their staff, government office holders, representatives of other ACT Government and Commonwealth agencies, the community sector and clients.

The Office is a dynamic and outcomes-oriented area focused on delivering high level support to the Executive and Minister.

WHAT YOU WILL DO

The Executive Officer works with the Director-General:

- Support the Director-General in the effective delivery, governance, and leadership of the Directorate.

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- Act on behalf of the Director-General, with delegated authority, to make decisions negotiate outcomes and communicate with others.
 - Prioritise the timely flow of information and communication with the Director-General including quality assurance and options to progress work.
 - Facilitate effective engagement with Minister's officers, other ACT Government Director-General offices, non-government agencies, as well as community and private sector stakeholders.
 - Establish effective procedures and processes for the Office of the Director-General and the wider directorate.
 - Manage issues of sensitivity and confidentiality and prepare complex written correspondence and briefs.
 - Undertake research and analysis of policy and programs as required.
 - Provide secretariat services to a range of executive led meetings.

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WHAT YOU WILL 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. Excellent administrative and organisational skills, and a demonstrated ability to research, analyse, plan, prioritise, co-ordinate, and manage workflows associated with a busy business environment.
2. Highly developed communication skills (verbal and written) including the ability to prepare complex written correspondence and briefs and quality assure documents and messaging.
3. Sound knowledge of, or the ability to gain the knowledge of, the structure of the ACT Public Service and government business processes.
4. A qualification in public administration or a related subject is desirable.

Behavioural Capabilities

5. Productive and supportive working relationships with internal and external stakeholders

to achieve results, including a demonstrated ability to manage sensitive and confidential issues with integrity.

6. Model ethical behaviour and driving team commitment to deliver outcomes aligned to the ACTPS Values and Signature Behaviours, Government priorities, Code of Conduct, Respect, Equity and Diversity Framework and Workplace Health and Safety initiatives and to achieving consistently high service standards.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of SOGA Executive Officer indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustments 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

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
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
Work in isolation from other staff (remote supervision)	Frequently
Working in a call centre environment	Never

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

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never

