



## Position Description

<b>Directorate</b>	Education
<b>Division</b>	System Policy and Reform
<b>Branch</b>	Strategic Policy
<b>Temporary/Permanent</b>	ASAP for 5 months with the possibility of extension or permanency
<b>Position Number</b>	P69599
<b>Classification</b>	Administrative Services Officer 5 (ASO5)
<b>Position Title</b>	Policy and Project Officer, Legislation Reform
<b>Immediate Supervisor</b>	Assistant Director, Legislation Reform
<b>Location:</b>	Hybrid: 220 London Circuit; remote
<b>Last Reviewed:</b>	May 2026

### EDUCATION DIRECTORATE

The 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. 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/>.

### STRATEGIC POLICY BRANCH

The Strategic Policy Branch leads the design and implementation of Education Directorate reforms to strengthen outcomes for children and young people in the ACT. The Branch is responsible for the collaborative design, implementation and evaluation of priority reforms. This includes the Future of Education Strategy, Inclusive Education Strategy and Strong Foundations program. Strategic Policy leverages consultation, research, evidence and expertise to ensure reforms are student-centred, inclusive and evidence-informed. The Branch is also responsible for intergovernmental relations.

### DIVERSITY STATEMENT

The ACT Public Service 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.

### POSITION OVERVIEW

The Policy and Project Officer – Legislation Reform works to support the design, coordination and delivery of legislative reform projects aligned to government and Directorate priorities. The role sits within the

Legislation Reform team in the Strategic Policy Branch and contributes to high-quality legal policy research, analysis, coordination, writing and administrative support to inform changes to legislation impacting children, young people, and families in the ACT.

This position will suit a highly organised individual with demonstrated written, analytical and legal policy research skills, sound judgement, and the ability to administratively contribute to the delivery of complex reform initiatives. The role requires a collaborative team member who can also work independently, manage competing priorities and support the coordination of constructive engagement with a broad range of internal and external stakeholders including government and non-government sectors and education peak bodies.

The Policy and Project Officer will contribute to the preparation of policy papers, project documentation, stakeholder engagement materials and legislative drafting instructions. The role provides a valuable development opportunity for individuals seeking to build experience in policy and project work in a high-impact area of government focused on improving outcomes for children and young people.

## **WHAT YOU WILL DO**

In accordance with Directorate policies, the Policy and Project Officer – Legislation Reform will work to the Assistant Director – Legislation Reform to:

1. Provide administrative support across the team, including monitoring shared inboxes, managing the organisation of local shared drives, and monitoring the progress of incoming and outgoing requests and actions in local databases.
2. Support team liaison with stakeholders within government, the education sector, and other key agencies or external stakeholders, by capturing information and key actions through minute and note-taking at meetings and maintaining communication registers and records accordingly.
3. Undertake research and analysis-related tasks to contribute to the development and implementation of complex government legal policy and project work, to underpin legislative reform.
4. Assist in the preparation of writing for government including draft input, responses to requests and assisting in the development of Cabinet-related papers and project material where required.

## **WHAT YOU REQUIRE**

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

### **Professional and Technical Skills, and Knowledge**

1. Strong written skills, with the ability to draft clear and concise briefs, cabinet submissions, correspondence, reports, and documentation.
2. Strong verbal communication skills with the ability engage effectively with colleagues and stakeholders in a professional environment.

3. Ability to coordinate and manage activities that support consultation or engagement.
4. Capacity to work effectively under pressure, manage competing priorities, and meet tight deadlines while maintaining accuracy and producing high-quality work.
5. Ability to follow established processes and procedures with precision, including record-keeping, and quality assurance workflows.

### **Behavioural capabilities**

1. Demonstrated professionalism and a commitment to continuous improvement in line with the ACT Government Values of Respect, Integrity, Collaboration and Innovation.
2. Demonstrated self-awareness, professionalism and a proven commitment to ongoing cultural awareness and integrity and integrity. Demonstrated awareness of and ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

### **COMPLIANCE REQUIREMENTS / QUALIFICATIONS**

1. This position does not require a pre-employment medical.
2. This position does not require a Working with Vulnerable People Check.

### **NOTE**

The position involves hybrid work arrangements between 220 London Circuit and remote. Individual work arrangements can be negotiated with the Director and Executive Branch Manager aligned with team need.

**Contact Officer:** Isabel Hartley at [Isabel.Hartley@act.gov.au](mailto:Isabel.Hartley@act.gov.au) or 02 6207 8657.