ACT Government

Chief Minister, Treasury and Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Group: Finance and Budget

Business Unit: BIC Branch

Position Title: Senior Director

Position Number: P36201

Classification: Senior Officer Grade A

Location: Canberra City

Last Reviewed: July 2026

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 demonstrate the related signature behaviours.

We encourage flexible, hybrid working arrangements, fully supported by appropriate mobile technologies, to enable you to meet your needs and the needs of the business unit, whether working from home or at other ACT Government locations.

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT public sector and provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations.

As a central agency, the Directorate facilitates the implementation of government priorities, drives initiatives and leads the strategic direction for the ACTPS to ensure it is well positioned to perform its role.

Treasury, within CMTEDD, is responsible for providing advice to the Government and ACT agencies on budget and financial management, economic and revenue policies, infrastructure finance, federal financial relations, accounting policy and insurance for Territory risks.

Treasury is also responsible for collecting and managing taxation revenue, managing the Government's financial assets and liabilities, procuring goods and services and capital works, managing ACT Government properties and venues and Shared Services, which provides financial, IT and HR support across government.

BUDGET, PROCUREMENT, INVESTMENTS AND FINANCE – OVERVIEW

The **Budget, Procurement, Investments and Finance (BPIF)** group within Treasury is made up of 4 sub-groups.

- **Finance and Budget Group (FABG)** is responsible for advising government and agencies on the development of the Territory's budget; providing policy and budget advice on a range of government priorities and services; and advising on financial issues relating to agencies and the Territory including whole of government financial reporting.
- **Procurement ACT (PACT)** is responsible for the development and implementation of

whole- of-Government procurement policies. Procurement ACT also provides procurement-related services to ACT Government agencies and the community, including in relation to whole of government arrangements.

- **Investments and Borrowings (IB)** is responsible for the management of the ACT's assets and liabilities including superannuation liabilities and investments.
- **Shared Services Finance (SSF)** is responsible for providing essential services to ACT Government directorates including financial accounting and reporting, accounts payable and receivable, taxation and banking services.

FINANCE AND BUDGET GROUP – BUSINESS UNIT OVERVIEW

The Finance and Budget Group (FABG) is responsible for providing policy and financial advice to the Government and agencies, reviewing expenditure, monitoring the Territory's Infrastructure Program and reporting framework as well as developing the Territory's budget. The Division comprises five branches:

Budget and Infrastructure Coordination – provides strategic advice on the Government's financial position, coordinates the development of the Government's budget, coordinates the development and ongoing monitoring of the Territory's Capital Works Program and cross-government asset management policies, and provides advice on national partnership agreements and specific purpose payments with the Commonwealth Government.

Government Services, Environment and Transport – provides financial and policy advice in relation to urban services, environment and planning, public transport, and economic development.

Expenditure Review – is responsible for expenditure and operational review activities on specific services and functions as determined by the Government. It also undertakes broader cross-government reviews on discrete areas of activity or spending as requested.

Financial Reporting and Framework – manages all financial framework responsibilities, and the budget financial statements and reporting creating a single point of reference on accounting issues.

Social Policy – provides financial and policy advice in relation to health, education, community services, justice and safety.

POSITION OVERVIEW

We are looking for talented, capable and driven individual to lead the provision of policy and financial advice on the wide range of opportunities and challenges facing the ACT Government. Specifically, a key function of the position is the strategic planning and coordination of the ACT Government Budget process.

To be a strong contender for this role you will have an inquisitive mindset, be a strong communicator with demonstrated leadership experience, be resilient and adept at using data and contemporary research to analyse complex issues.

The successful applicant will lead a small dynamic team where multi-tasking is necessary. They will be required to undertake detailed analysis of information and apply strategic judgment and communication skills in developing clear advice to senior executives and Government.

The successful applicant will obtain:

- Central Agency experience, including building your understanding of how the Government's strategic policy priorities are developed and implemented.
- A sophisticated understanding of the machinery of government, the budget and Cabinet processes, and government decision-making and policy implementation.

- Effective stakeholder management and negotiation skills.
- Access to diverse career advancement pathways.

The communication, policy and financial management skills you will practice in the position, and more broadly FABG, are highly valued and readily transferrable to a range of future career opportunities across the public and private sectors.

ACT Treasury supports flexible working arrangements and notes that during peak operational periods applicants may be required to work in the office and understand the role may involve regular weekend or after hours work during peak budget periods.

SELECTION CRITERIA

Applicants are to address all selection criteria:

1. Demonstrated senior management skills and experience, including the ability to think strategically, solve complex problems and influence outcomes across Government, including with senior executives and Ministerial offices.
2. Demonstrated experience navigating the Budget and Cabinet processes, Government decision-making frameworks, and policy implementation.
3. Demonstrated written and oral communication skills, including collaboration and building consensus.
4. Demonstrated experience in providing policy and financial advice to government, including the ability to draw conclusions based on evidence and provide timely and accurate advice to inform decisions.
5. Demonstrated ability to lead and develop strong and diverse teams.

QUALIFICATIONS/ELIGIBILITY/ OTHER REQUIREMENTS

- Tertiary or post graduate qualifications in relevant areas such as accounting, economics, commerce, finance, business administration, public policy or communications are highly desirable.
- Public policy or business administration skills would also be highly regarded.

Note: A merit pool will be established from this selection process which may be used to fill vacancies over the next 12 months.

This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

The successful applicant must understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and modelling behaviour consistent with the ACTPS Respect Equity and Diversity Framework and supervise and mentor staff.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Analyst and indicates how frequently each of these requirements would be performed. Please note that CMTEDD is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally

General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Frequently

STANDARD HOURS	**FREQUENCY**
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Frequently
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	Never
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	Never
Exposure to potentially distressing case material	Never

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