



POSITION DESCRIPTION

Directorate:	Education Directorate
Division:	System Policy and Reform
Branch:	Strategic Policy
Section:	Child Safety and Legislation Reform team
Position Title:	Senior Director
Position Number:	P72039
Classification:	Senior Officer Grade A
Immediate Supervisor:	Executive Branch Manager, Strategic Policy
Security Clearance Required:	No
Location:	220 London Circuit, City; Hedley Beare Centre for Training and Learning, Stirling; Remote
Last Reviewed:	July 2026

DIRECTORATE OVERVIEW

The Education Directorate is one of 8 ACT Government Directorates established with a collaborative purpose to achieve the ACT Government's priorities and to serve the community. The Education Directorate services include the provision of public-school education, regulation of education and care services, registration of non-government schools and home education.

What is important to us: We are an education system that empowers our young people to thrive in ways that foster a democratic, equitable, diverse, and prosperous society.

Our Vision: to be a leading learning organisation where people know they matter. Every child and young person receives an excellent education, delivered and supported by highly skilled and valued professionals.

Our Mission: We lead and deliver excellent, inclusive and equitable education where all are safe, valued and able to flourish.

The ACT public education system continues to expand with around 50,000 students attending 93 public schools.

The Directorate also has responsibility for the planning and coordination of early childhood education and care services for the ACT.

The Directorate is structured around five groups: School Improvement; System Policy and Reform; Chief Operating Officer; Infrastructure and Digital Services; and Service Design and Delivery. The Directorate employs over 8,000 staff including over 4,700 school teachers and leaders.

The Directorate operates within a 'One ACT Government' framework to facilitate the implementation of whole-of-government priorities and initiatives. The Directorate is prioritising system-wide approaches to deliver better outcomes for students.

DIVISION OVERVIEW

System Policy and Reform (SPR) group comprises the Strategic Policy (SP), Planning, Evidence and Analytics (PEA), Early Childhood Education (ECE) and Education and Care Regulation and Support (ECRS) branches of the Directorate.

System Policy and Reform group has responsibility for strategic reforms, advising on national education reforms and associated bilateral agreements, leading the coordination of the ACT's participation in national assessment programs and providing quality data and analytics to inform school and system improvement in addition to strategic school capacity planning and enrolment policy and procedures.

The Group is also responsible for a range of regulatory and registration functions including:

- The regulation of early childhood education and care sector through the ACT Regulatory Authority, the Children's Education and Care Assurance Unit;
- The registration and regulation of Non-Government Schools;
- Home Education registration and support for children and families in home education; and
- The registration and compliance of all Territory schools for Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), as required of the ACT under Commonwealth law.

BUSINESS UNIT OVERVIEW

The Strategic Policy Branch leads strategic reforms that deliver better outcomes for children and young people in the ACT. This is achieved by driving the strategic vision for education in the ACT; engaging meaningfully with strategic partners to conceptualise and design solutions to local challenges; and leveraging research, evidence and expertise in innovative ways to meet the ACT context. This includes *Strategic Delivery* of priority initiatives, *Strategic Coordination* of cross directorate priorities, and *Strategic Partnering* with other parts of the Directorate on joint commitments.

The Branch includes teams with a focus on:

- Strategy, national policy and intergovernmental relations
- System coordination, program and change management for major reforms
- Child safety
- Legislation.

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.

POSITION OVERVIEW

The Senior Director will provide strategic leadership and project management to teams dealing with complex strategic, legal and operational policy matters. They will work closely with the branch leadership team (comprising other Senior Directors and the Executive Branch Manager) to enable their team to succeed in delivering against government priorities.

This role is focused on 2 key areas: child safe standards policy and implementation across schools; and legislative reform. The successful candidate may also be required to work across the branch to support other system priorities. The role is being newly established to sit across these two work areas, which are currently each led by a Director. The Senior Director will support the progression of priority projects in each of these existing areas while also developing staff capability and supporting a system-wide approach to this work.

With regard to child safe standards, the Senior Director will primarily support risk identification, data analysis, strategic implementation activities and school-facing delivery of advice and training to support the continuous improvement of child safety within public schools and other education institutions.

With regard to legislative reform, the Senior Director will primarily support coordination with business units to progress changes to legislation to align with ACT Government objectives across the government and non-government schooling sectors. The role will require detailed review of legislation and related documents, and experience in legislative reform is essential.

The Senior Director will be highly organised and capable in leading teams to deliver government business and processes while also understanding the demands of schools' operational environments, all through a positive and collegiate team culture. The successful candidate will have excellent leadership, verbal and written communication skills, collaboration and proven problem-solving. The ability to manage competing priorities under minimal supervision and with attention to detail is also required.

The Education Directorate is undertaking an organisation design program and changes to Directorate structures may occur after this role commences. Candidates should be prepared to work across the entire organisation in the event of structural changes.

WHAT YOU WILL DO

You will support the delivery of child safe standards policy and implementation activities, and of legislative reform, as part of the Strategic Policy Branch leadership team. As part of this you will:

1. Lead the implementation and continuous improvement of Child Safe Standards across public schools
2. Lead the Education Directorate's legislation program with a view to continuously improving access to and experiences of education across the government and non-government sectors
3. Work closely with internal and external stakeholders to develop strategic policy, operational policy, legal policy and legislation
4. Provide advice to Directorate executives on legal and child safety risks and strategic opportunities to prevent and mitigate risk, with a view to continuous system improvement

5. Provide strong project management to ensure timely and effective delivery of team priorities
6. Prepare and oversee the preparation of high-quality documentation, which at times will be highly technical
7. Support the development of team members and foster a team culture of collaboration and system thinking
8. Work flexibly in response to changing needs and priorities, including managing a team through a period of change
9. Support other teams and projects across the branch and Directorate
10. This position involves 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. Ability to lead a team to deliver high-quality products and meaningful policy outcomes in a government context.
2. Excellent written and verbal communication skills, including the ability to prepare technical (e.g. legal, child safety) materials but also to communicate technical matters clearly to a lay audience.
3. Demonstrated experience in or understanding of at least one of the following: school or other operational human services environments; child safe practice.
4. Due to the technical and often sensitive nature of legislative amendments, demonstrated experience in legislative reform is essential.

Behavioural Capabilities

5. Demonstrated experience collaborating with internal and external stakeholders to achieve organisational objectives.
6. Ability to work under minimal supervision and as part of a team, in a flexible or changing environment.
7. Demonstrated application of ACT Public Service values and work health and safety practices.

Compliance Requirements / Qualifications

- This position requires a Working with Vulnerable People Check.
- Tertiary qualifications, ideally in a related field, are highly desired.

HOW TO APPLY

Please submit:

- A response of no more than one page addressing the *Professional/Technical Skills and Knowledge* and the *Behavioural capabilities* in the position description
- A current CV
- Contact details of 2 referees, one of whom should be your current supervisor.