

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Position Number: P66913

Division: Strategic Policy

Classification: Administrative Services Officer 6 (ASO6)

Business Unit: Executive Unit

Location: Canberra City

Position Title: Ministerial Coordination Officer

Last Reviewed: July 2026

DIRECTORATE OVERVIEW

The Health and Community Services Directorate (HCSD) delivers a broad range of health and human services to support the wellbeing of the ACT Community and ensures our public health system meets the community's needs, now and into the future. HCSD provides strategic leadership on policy and population health direction for the ACT health system, ensuring services are innovative, effective, and responsive to community needs.

Alongside health strategy, HCSD is responsible for a range of human services including multicultural affairs, services for older people, housing, women's initiatives, family and domestic violence and homelessness services, and support for children, youth, and families. The Directorate also leads community disaster recovery and Aboriginal and Torres Strait Islander engagement.

HCSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

DIVISION OVERVIEW

The Strategic Policy Division leads governance for cross-directorate and Whole of Government programs of work and works in collaboration with the community sector. The division is responsible for strategy and reforms related to children, young people and families; multicultural affairs; veterans; seniors; women; housing and homelessness; disability; Aboriginal and Torres Strait Islander affairs and human service system reform, including through commissioning.

The division is dedicated to delivering comprehensive and integrated policy advice with the aim of creating benefits for all Canberrans, ensuring that the diverse needs and interests of the ACT Community are considered.

The division is made up of four branches, including the Office for Aboriginal and Torres Strait Islander Affairs, the Commissioning, Policy and Service Design branch, Housing and Inclusive Policy branch and the Disability, Seniors, Veterans and Social Recovery branch. The division reports to the Director-General to ensure direction setting and evaluation are independent of delivery.

POSITION OVERVIEW

The Ministerial Coordination Officer will work as part of a team to deliver outcomes for Strategic Policy. The role has a primary focus of supporting the administrative functions associated with business operations and reporting. This position is a demand driven support role, and key responsibilities include coordinating information and briefing, management of government and assembly business and providing executive support as needed.

WHAT YOU WILL DO

Ministerial Coordination Officer you will undertake the following:

- Preparation, management and review of high-level communications and correspondence including briefings, reports, submissions and notes to ensure the comprehensiveness, accuracy, and timelines of written information.
- Coordination of division workflow and delivery of administrative support to the Executive team.
- Liaise and negotiate with internal staff in a respectful and professional manner, building positive relationships and culture in the workplace.
- Prioritise and manage high quality work in a timely manner, self-monitoring for accuracy and act in an accountable, transparent, and ethical way based on evidence, legislation, policies and procedures.
- Maintain tracking systems, ensuring files and documents are completed in a timely manner, to an acceptable standard and recorded on relevant systems, e.g. TRIM.
- Work in accordance with and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety system.
- This position may 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. Proven experience in the coordination of high-level documentation such as Cabinet, Assembly and Ministerial briefings, submissions and correspondence including demonstrated attention to detail and commitment to quality assurance.
2. Demonstrated ability to provide high level effective and efficient support services for executives in fast-paced working environments.
3. Well-developed administration, organisational and problem-solving skills with a demonstrated ability be proactive, flexible and manage competing priorities to meet deadlines.

Behavioural Capabilities

4. Demonstrated strong interpersonal, communication and liaison skills and the ability to build and maintain productive working relationships with internal and external stakeholders – particularly other executive support officers – to ensure goals and deadlines are met.

5. Proven ability to work effectively as part of a team and independently and contribute to a positive team culture.
6. Display behaviours that are consistent with the ACTPS values of Respect, Integrity, Collaboration, and Innovation.

Compliance Requirements / Qualifications

1. Experience in a similar role in the Australian or ACT Public Service is highly desirable.
2. Experience in the use of HP TRIM is highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following description of the work environment outlines the inherent requirements of the role of Ministerial Coordination Officer (position number P66913) and indicates how frequently each of these requirements would be performed. Please note that 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	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Peaks and troughs	Occasionally
Frequent overtime	Never
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)	Never
Working in a call centre environment	Never
Working directly with the public	Occasionally

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	Never
Bending/squatting	Occasionally
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

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

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