



ACT
Government

Chief Minister, Treasury and
Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and
Economic Development

Division: Economic Development

Business Unit: Minister and Executive
Coordination Team

Position Number: P40242

Classification: ASO 6

Location: Canberra City

Last Reviewed: August 2026

Position Title: Senior Coordination Officer

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD 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. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

DIVISION OVERVIEW

The role of the Economic Development Division is to facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city.

The Division is made up of the following business areas:

- Innovation, trade, investment and general business development
- Higher education (including vocational education and training)
- Tourism and major events
- Arts and culture
- Sports and recreation
- Major venues
- Strategic Infrastructure Coordination.

Economic Development Division also has responsibility for coordinating and delivering a range of key strategic initiatives and major projects.

BUSINESS UNIT OVERVIEW

The Minister and Executive Coordination Team (MECT) is the primary liaison point for all coordination activities across Economic Development. It is responsible for the management and coordination of information and advice for the Directorate Executive and all Ministers served by Economic Development. MECT works to ensure advice is of a high standard and provided in a timely manner. It is responsible for managing Cabinet and Assembly business including Cabinet submissions and question time briefs across the division. Other key activities include divisional, directorate and whole of government reporting, budget coordination and general executive support.

The 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 as the related signature behaviours.

POSITION OVERVIEW

This position is key to the provision of high-quality administrative services, and co-ordination of all government, directorate, and division business, particularly any ministerial or reporting requests, to the Deputy Director-General and Executive Group Managers and all of the Ministers served by Economic Development.

WHAT YOU WILL DO

As the Senior Coordination Officer, you will:

1. Coordinate ministerials, briefings and corporate reporting requests for Economic Development and provide high level liaison where necessary to ensure clarity and consistency of advice.
2. Monitor and maintain a shared mailbox and assign work appropriately using our records management systems (TRIM) for the team, and Deputy Director-General and Executive Group Manager as needed.
3. Review Ministerials and correspondences as required for consistency, correctness, clarity and completeness.
4. Review reporting requests to ensure they meet all records management protocols.
5. Ensure responsiveness, consistency, and meet deadlines for all reporting and regular requests.
6. Contribute to the development, implementation and management of policies and MECT processes, and the maintenance of online communications to ED staff to keep information current on ED Intranet/Sharepoint or other platforms as needed.
7. Provide advice and support to executive support staff across Economic Development to follow standard practices and meet priorities.
8. Comply with the ACTPS Values, Code of Conduct, CMTEDDs Core Values and Signature Behavior's, the ACTPS Respect Equity and Diversity (RED) framework and the requirements of CMTEDDs Work Health and Safety Management System – PeopleSafety.

9. 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. High level administrative and organisational skills, including a demonstrated ability to plan, prioritise and coordinate responses, maintain administrative support systems and services, for internal and external boards/committees, and manage the workflows associated with a high-pressure, deadline-driven environment with minimal supervision
2. Well-developed interpersonal, oral and written communication skills, and the demonstrated ability to work both independently and as part of a team to consistently achieve results and adapt work practices in response to changing demands in the workplace.

Behavioural Capabilities

3. A strong customer service focus and history of developing productive working relationships with internal and external stakeholders, including a demonstrated ability to manage sensitive and confidential issues with integrity.
4. The ability to appropriately exercise initiative to proactively contribute to improving business results through innovation and improved ways of thinking.
5. Demonstrated understanding of ACTPS Values and Signature Behaviours, ethical standards, and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

QUALIFICATIONS/ REQUIREMENTS

Knowledge of HPE Content Manager (WIRE/TRIM) is desirable.

Further information on working at CMTEDD can be found at:

http://www.jobs.act.gov.au/data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Coordination Officer (P40242) 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	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
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
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
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)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Never

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	Never
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
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