

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Position Number: P57596

Division: Office of Professional Leadership and Education

Classification: Senior Officer Grade C (SOGC)

Location: Canberra, ACT (Bowes St, Phillip)

Business Unit: Office of the Chief Psychiatrist

Last Reviewed: September 2026

Position Title: Assistant Director

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 Office of the Chief Psychiatrist is within OPL and reports to the Deputy Director-General, Policy and Transformation, Health and Community Services. The Office works closely with state and territory jurisdictional counterparts on strategic issues affecting the health care workforce with specific reference to medical professions and has strong partnerships with a range of internal and external stakeholders. The Office is responsible for providing professional and strategic leadership and high-level advice on a broad range of issues including clinical governance and professional practice, regulation of practice, policy, workforce development, reform and innovation, continuous quality improvement, and education.

BUSINESS UNIT OVERVIEW

The Chief Psychiatrist is a statutory appointment under the *Mental Health Act 2015*. Under the *Mental Health Act 2015* the Chief Psychiatrist is responsible for the treatment, care or support, rehabilitation and protection for persons who have a mental illness in the ACT, and for reporting to the Minister on matters affecting the provision of treatment, care or support, control, accommodation, maintenance, and protection for persons who have a mental illness.

POSITION OVERVIEW

This role is responsible for the provision of clear advice and development of policies and procedures relating to the *Mental Health Act 2015*. This role supports the Chief Psychiatrist and Care Coordinator to fulfil his responsibilities under the *Mental Health Act 2015*.

WHAT YOU WILL DO

- Build capacity and capability in the appropriate use of compulsion for treatment of mental illnesses and mental disorders and lead the measurement and monitoring of Mental Health Act 2015-related systems and processes.
- Lead the development of advice, policies and procedures relating to the *Mental Health Act 2015*.
- Engage and consult with stakeholders, including health services, consumers, carers, and non-government organisations to formulate plans and proposals to improve the provision of treatment, care or support, rehabilitation and protection for persons who have a mental illness in the ACT.
- Contribute to the continued development of relevant information and communication material on the *Mental Health Act 2015*.
- Prepare and coordinate ministerial and directorate briefings, correspondence and other government business.
- Undertake other duties appropriate to this level of classification that contribute to the Directorate

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. Well-developed understanding of provision of mental health care in general, involuntary mental health care in particular and legislation requirements for mental health treatment, care, and support.
2. Proven strong and effective listening, oral and written communication skills, including the ability to provide education and training, and liaise and negotiate effectively with a broad range of stakeholders.
3. Demonstrated ability to lead a program of work against specified timelines, including the effective coordination of a number of projects simultaneously.
4. Demonstrated ability to work both collaboratively and independently and exercise initiative, including making appropriate judgments as to when to involve others.

Behavioural Capabilities

5. Well-developed organisational skills and high level of attention to detail.
6. High levels of emotional intelligence with the ability to work with a range of stakeholders and build strong, respectful relationships.

7. Demonstrates a commitment to work, health and safety (WH&S) and displays behaviour consistent with the ACT Public Service Values and Signature Behaviours.

Compliance Requirements / Qualifications

- Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.
- As this role is likely to work with Aboriginal and Torres Strait Islander families and young people, cultural awareness, the capacity to work with Aboriginal and Torres Strait Islander people is highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of the Assistant Director (position number P57596) 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	Occasionally
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	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	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	Never
Frequent travel – interstate	Occasionally

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	Occasionally

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