



ACT
Government

Health and Community Services

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Division: Finance and Assurance

Business Unit: Governance, Assurance and Risk

Position Title: Director, Health Legal Policy

Position Number: P61608

Classification: Senior Officer Grade (SOG) B

Location: Canberra City Centre/Woden/Hybrid, ACT

Last Reviewed: June 2026

DIRECTORATE OVERVIEW

The Health and Community Services Directorate (the Directorate) 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. The Directorate 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, the Directorate 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.

HCSO 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 Finance and Assurance Division provides a range of corporate support services critical to the long-term success and sustainability of the Directorate. The Division is responsible for internal audit, governance and compliance, risk management, procurement and sector funding, budgeting and reporting, financial and capital reporting.

BUSINESS UNIT OVERVIEW

Governance, Assurance and Risk Branch is responsible for establishing and maintaining modern and effective governance and risk management frameworks for the Directorate. The Branch enables effective governance and compliance systems, health legal policy, risk management and internal audit as well as a range of other functions.

POSITION OVERVIEW

The Health Legal Policy team leads the Directorate's engagement with the legislative cycle for all Health and Mental Health Portfolio laws and ensures that law reform initiatives are responsive to the health and wellbeing needs of the community.

The Director of Health Legal Policy will, under broad direction from their Senior Director, work closely with senior executives and business units across the Health Stream of the Directorate to lead the delivery of high-quality legal policy advice and support for a number of key law reform projects.

WHAT YOU WILL DO

Under broad direction, this role will lead the delivery of high-quality legal policy support for key Health and Mental Health Portfolio projects, including providing strategic legal policy advice and guidance to the Directorate and responding to emerging legal policy issues.

The role will include the following tasks:

- Provide high quality and strategic legal policy advice to guide and assist policy units to deliver key health and mental health law reform projects.
- Plan, manage and deliver complex and technical legal policy projects
- Lead, oversee and deliver legal policy support on a wide range of Health and Mental Health matters across the Directorate including legislation, regulations, policies, judgements, reviews, and reform initiatives.
- Assist to coordinate the directorate's legislative program for health and mental health matters.
- Act as the liaison point for engagement with the Parliamentary Counsel's Office, and the Justice and Community Safety Directorate's Human Rights Scrutiny team in respect of law reform projects for which the role is responsible.
- Provide leadership and management of staff within the team.
- Contribute to a positive organisational culture while planning, managing, and delivering high priority time critical legal policy support for projects across the Directorate.
- Liaise with and build relationships with internal and external stakeholders that contribute to the development and implementation of legal policy reform initiatives which achieve the strategic aims of the Directorate.
- Represent the Directorate in intergovernmental meetings and forums.
- Undertake other duties appropriate to this level of classification that contribute to the Directorate.

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. A strong understanding of the legislative frameworks relevant to the Directorate and a demonstrated capacity to plan for and provide strategic advice in relation to law reform projects, including in relation to complex and novel issues, and other legal policy matters.
2. Demonstrated high-level oral communication skills and the ability to represent the Directorate and successfully negotiate effective outcomes on sensitive legal policy issues with a wide range of stakeholders in complex and sensitive settings.

3. Demonstrated capacity to provide quality assurance of relevant outputs, including advice, draft legislation and associated documents, briefings, papers and other documents produced and reviewed by the Legal Policy team.

Behavioural Capabilities

4. Demonstrated capacity to provide strategic leadership and deliver outcomes while building capability in a team and ensuring appropriate quality assurance.
5. Excellent interpersonal skills and the ability to communicate effectively and maintain strong and effective professional relationships with internal and external stakeholders.
6. Display behaviours that are consistent with the ACTPS values of Respect, Integrity, Collaboration and Innovation.

Compliance Requirements/Qualifications

Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Qualification in law is highly desirable.