



POSITION DESCRIPTION

Directorate: Education

Position Number: 09406

Division: Chief Operating Officer Group

Classification: Senior Officer Grade C

Business Unit: Ministerial and Corporate Reporting

Location: Level 4, 220 London Circuit

Position Title: Assistant Director, Corporate Reporting

Last Reviewed: January 2026

Position Requirements: Nil

DIRECTORATE OVERVIEW

The Education Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is responsible for the operation of the network of public schools across the ACT and for regulating non-government school and early childhood education providers.

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, as well as demonstrate the related signature behaviours.

Further information about working in the ACT Public Service and the Education Directorate can be found at <https://www.jobs.act.gov.au/about-the-actps> and <https://www.education.act.gov.au/>.

DIVISION OVERVIEW

The Chief Operating Officer Group is responsible for the Governance, Media, Communication and Government Support, and People and Performance functions of the Directorate.

BUSINESS UNIT OVERVIEW

The Ministerial and Corporate Reporting team provide the critical connection between the Directorate and Government.

The team manages and supports the Directorate to meet its obligations around Cabinet, Legislative Assembly, and ministerial business. The team coordinates input to government commitments, annual reporting, performance and accountability and attendance at committee hearings.

The team also provides secretariat support to the Director-General for stakeholder engagements.

POSITION OVERVIEW

This position undertakes the coordination and provision of secretarial support for the Director-General's key stakeholder meetings. It also undertakes coordination, preparation and delivery of key corporate reporting and accountability functions for the Directorate including the annual report, non-financial components of the budget papers, the Statement of Performance process; Government commitment reporting and other whole of government reports.

The position works closely with a range of key stakeholders, including the Education Directorate executive and leadership team, as well as other areas within the Directorate, across the ACT Government and other agencies both government and non-government.

As a member of a team with both corporate reporting and corporate secretarial responsibilities, the Assistant Director, Corporate Reporting requires strong coordination skills, an ability to work independently, to be self-driven, and a willingness to assist others if required. Our ideal candidate will be pro-active, organised and can work well under pressure in a busy environment.

WHAT YOU WILL DO

The Assistant Director, within the Ministerial and Corporate Reporting team, requires a pro-active self-starter with excellent written and oral communication skills, great attention to detail and excellent time management skills. Effective communication skills and the ability to build relationships and engage with stakeholders are key enablers in the performance of this role. The position will be responsible for:

1. Providing high level secretariat support and coordination for Director-General stakeholder meetings.
2. Coordinate Directorate briefing information for Ministerial stakeholder meetings.
3. Advise senior management on the preparation and implementation of mandatory reporting requirements, policy and relevant legislation and communicate with key stakeholders to obtain and assess relevant information for a range of reports.
4. Prepare reports and coordinate the preparation of reports to fulfil ACT and national reporting requirements, and draft complex submissions, briefing notes and documents.
5. Maintain focus on quality to achieve key outcomes and see tasks through to completion, monitoring project progress and adjusting plans as required.
6. Consult and share information, work cooperatively and operate as an effective team member.
7. This position does not 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. Highly developed organisational and administrative skills and/or demonstrated high level secretariat experience. Demonstrated ability to engage with stakeholders in a fast paced, and executive level environment.
2. Proven research and problem-solving skills with the ability to focus on quality outcomes, identify and address risks and prioritise to meet deadlines.
3. Demonstrated skills and knowledge in writing and coordinating a range of complex information and reports to a high standard.

Behavioural Capabilities

4. Highly developed interpersonal, negotiation and liaison skills when dealing with complex or sensitive matters.
5. Sound judgement and reasoning, a capacity to display initiative and be agile, and the ability to work individually and in a team.

Compliance Requirements / Qualifications

This position does not require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director Corporate Reporting (position number 09406) 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	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
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)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Occasionally
Push/pull	Never

Sequential repetitive movements in a short amount of time	Never
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TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
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	Never
Exposure to potentially distressing case material	Occasionally

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