

Position Description

Directorate	Education
Division	System Policy and Reform
Branch	Strategic Policy
Temporary/Permanent	Temporary with a possibility of extension or permanency
Position Number	P54051
Classification	Senior Officer Grade C
Position Title	Assistant Director, Legislation Reform
Immediate Supervisor	Director, Legislation Reform

EDUCATION DIRECTORATE

The 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 government schools across the ACT and for regulating non-government school and early childhood education providers. 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/>.

STRATEGIC POLICY BRANCH

The Strategic Policy Branch leads strategic reforms that deliver better outcomes for children and young people in the ACT. This is achieved by driving the strategic vision for education in the ACT; engaging meaningfully with strategic partners to conceptualise and design solutions to local challenges; and leveraging research, evidence and expertise in innovative ways to meet the ACT context. This includes *Strategic Delivery* of priority initiatives, *Strategic Coordination* of cross directorate priorities, and *Strategic Partnering* with other parts of the directorate on joint commitments.

DIVERSITY STATEMENT

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

POSITION OVERVIEW

The Legislation Reform team is looking for a motivated and conscientious individual with skills and experience in legislative policy development to join us **from 17 September for 11 months with the possibility of extension or permanency.**

To be successful in this role you must be able to work cooperatively with others as well as individually with minimal supervision, in a fast paced and at times, pressured environment. You will need expertise in policy development, legislative interpretation, strong strategic thinking skills, excellent written and organisational skills, and a desire to build and maintain quality relationships with a range of stakeholders across the Directorate and externally. This is a fantastic opportunity for someone who is interested in delivering strategic legislative reform that will benefit children and young people in our community.

Please submit a **current curriculum vitae** and a **two-page pitch**. The response should outline your knowledge, skills and capabilities against the selection criteria listed in the position description.

ACCOUNTABILITIES

1. Undertake research and analysis to contribute to the development and implementation of complex government policy and project work, to underpin legislative reform.
2. Provide accurate and robust advice, and options, for consideration in relation to policy development.
3. Undertake and coordinate the preparation of Cabinet papers, drafting instructions, project documents, policy papers and advice, briefings and high-level correspondence and reporting documents.
4. Develop networks and relationships with stakeholders within government, the education sector, the education and care sectors, and other agencies or external stakeholders, including by representing the Directorate and its interests at relevant meetings.
5. Be responsible for managing and leading a program of stakeholder engagement and consultation to inform the development of legislation.
6. Deliver this work considering the *Education Act 2004*, the *Human Rights Act 2004* and the *Education and Care Services National Law (ACT) Act 2011 and National Regulations*, and the *Children and Young People Act 2008*.
7. This position involves direct supervision of staff.

SELECTION CRITERIA

Applications should include a **two-page pitch**, outlining experience and/or ability across the selection criteria:

1. Well-developed legal research, conceptual and analytical skills, and the demonstrated application of critical thought and problem-solving skills in the context of legal policy and legislation development. Experience in leading detailed background research and analysis to inform the development of legislative amendments.
2. Excellent written communication skills with demonstrated experience in preparing briefing materials, Cabinet papers and drafting instructions to explain complex matters to the Senior Executive, the Minister, external agencies, and schools.
3. Highly developed organisational skills and program management capability, including planning, goal setting, action and decision tracking, risk and issue management, managing team outputs and individual responsibilities.
4. Highly developed interpersonal and representational skills and demonstrated experience in leading engagement and consultation that builds and maintains quality relationships with stakeholders.
5. Experience supervising staff and supporting a productive and collaborative team environment.
6. Ability to work under pressure, with minimal supervision to meet deadlines while effectively understanding, anticipating and managing competing priorities.
7. Understanding of ACT Public Service Values, demonstrated self-awareness, professionalism and a proven commitment to ongoing cultural awareness. Demonstrated awareness of and ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Desirable: Tertiary qualifications in law, or experience in the development of legislation and Cabinet papers.

1. This position does not require a pre-employment medical.
2. This position does not require a Working with Vulnerable People Check.

NOTE

The position involves hybrid work arrangements between 220 London Circuit and remote. Individual work arrangements can be negotiated with the Director and Executive Branch Manager aligned with team need.

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