

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Division: Chief Operating Officer

Business Unit: Ministerial and Government Services

Position Title: Assistant Cabinet Liaison Officer

Position Number: P50403

Classification: Administrative Services Officer Class 6 (ASO 6)

Location: Canberra, ACT

Last Reviewed: August 2026

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 Chief Operating Officer Division provides a range of support services critical to the long-term success and sustainability of the Directorate. The Division is responsible for human resources; communication and engagement; ministerial, government and ministerial services; and business transformation and systems. The Division is also responsible for the provision of advice and support services to the HCSD, Senior Executives and Ministers.

BUSINESS UNIT OVERVIEW

The Government, Ministerial and Assembly Business Branch has carriage for a breadth of matters including ministerial and government services such as the coordination of Assembly and Cabinet business on behalf of the HCSD. The Governance Branch is also responsible for Freedom of Information.

The team operates in a fast-paced work environment across the division and Directorate, supports the HCSD Executive, is customer focused, and delivers timely and high-level support and advice, quality control and coordination.

POSITION OVERVIEW

The Assistant Cabinet Liaison Officer (Assistant CLO) reports to the Cabinet Liaison Officer (CLO). The Assistant CLO assists the CLO in supporting and guiding the directorate through Cabinet and Assembly processes.

This role involves access to sensitive cabinet documents and requires an ability to effectively manage multiple cases and stakeholders, negotiate to achieve results and remain responsive to ensure tight timeframes are met.

WHAT YOU WILL DO

Under limited direction the Assistant CLO will:

- Support the CLO to manage a proactive Cabinet agenda and act as a central point of contact between the directorate, the Cabinet Office, and other directorates and the Ministers' offices.
- Undertake Cabinet and ministerial processes, liaising with senior stakeholders across the ACT Government, whilst maintaining a high level of confidentiality and discretion.
- Coordinate the confidential management of Cabinet documents throughout the directorate, including the preparation of directorate comments on other directorate's Cabinet documents, ensuring the Cabinet Handbook procedures are known and followed by staff within the HCSD.
- Assist the CLO to prepare detailed forecasts and coordinate the distribution of the directorate's Cabinet and Assembly matters.
- Provide support and advice to business units and directorate Executives on statutory and non-statutory appointments proceeding to Cabinet, including maintaining the SharePoint register and providing regular reports to the Executive.
- Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety System.
- This position does not involve the 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. Sound knowledge and experience, or the ability to quickly acquire knowledge, of the Cabinet and Assembly matters, and an established ability to provide timely High-level written and verbal advice and guidance.
2. High level organisational, planning and time management skills, including the ability to manage workloads, competing priorities and multiple demands to meet deadlines in a calm and efficient manner.
3. Strong liaison and negotiation skills and an ability to establish collaborative relationships at all levels of an organisation.

4. Demonstrated ability to work both independently and effectively within a team that operates in a complex and dynamic environment, including the ability to use available resources effectively.

Behavioural Capabilities

5. Demonstrated ability to exercise sound judgement, including the ability to work in a professional manner, identify risks, build and sustain collaborative working relationships with internal and external stakeholders, and handle sensitive matters with discretion and integrity.
6. Demonstrated achievement in modelling ethical behaviour, including managing sensitive or confidential information, and delivering consistently high service standards.

Additional requirements:

- Demonstrated experience in governance and/or experience working within the structure of the ACT services and government business process is highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of 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
Peaks and troughs	Frequently
Frequent overtime	Occasionally
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)	Frequently
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	Occasionally

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	Occasionally

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