



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Division: Office of Industrial Relations and Workforce Strategy

Business Unit: Office of the Deputy Director-General

Position Title: Executive Officer

Position Number: P68295

Classification: Senior Officer Grade C

Location: Hybrid Working Arrangements – 220 London Circuit Canberra City and work from home

Last Reviewed: August 2026

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

The 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.

DIVISION OVERVIEW

The Office of Industrial Relations and Workforce Strategy (OIRWS) drives the continuous improvement of ACT employment, workplace safety and workforce capability and accountability in accordance with the public sector principles.

OIRWS brings together the expertise, policy, systems, services and programs responsible for leading best practice and evidence-based approaches to ACT public sector workforce employment, safety, capability and accountability at the whole-of-government level.

It is OIRWS' role to optimise the ACTPS' workforce performance, accountability and agility by:

- developing and delivering a progressive employment framework and associated conditions,

- driving and safeguarding work and workforce health and safety, and
- setting the parameters and standards for organisational capability, culture and accountability.

The office does this collaboratively with a range of stakeholders and in accordance with legislative requirements defined in the Public Sector Management Act, including the ACTPS values and public sector principles.

OIRWS consists of:

- the Office of the Deputy Director General;
- ACTPS Employment and Industrial Relations Group;
- Work Safety Group;
- Public Sector Policy and Integrity Group; and
- Cultural Transformation Group.

BUSINESS UNIT OVERVIEW

The Office of the Deputy Director-General provides strategic support, operation and governance to the Deputy Director-General and OIRWS Division undertaking high level coordination, liaison, research and reporting and providing advice on issues relating to OIRWS, Head of Service and portfolio Ministers.

The Office works collaboratively with all Directors-General, agency heads and senior executives to ensure that the ACTPS is at the forefront of workforce policy and strategy development including leading and driving whole of government strategy to build and enhance the workforce capability of the ACTPS and positioning the ACTPS to be able to maximise new opportunities as they arise, respond to changing priorities and deliver high quality outcomes into the future.

POSITION OVERVIEW AND WHAT YOU WILL DO

The position is part of a high performing executive support team, reporting to the Senior Director, the Executive Officer is responsible for the workload management, prioritisation, coordination and administration of the Office of the Deputy Director-General (DDG), including:

Under limited direction, the Executive Officer will:

1. Provide strategic advice and high-level administrative support to the DDG. This involves researching, preparing, managing and reviewing briefs, speeches, reports, speaking notes and other strategic communication and correspondence to ensure the comprehensiveness, accuracy, and timeliness of information.
2. Coordinating and delivering support for the DDG to ensure deadlines are met with the provision of clear, comprehensive and accurate information. This includes the

management of workflows across the division and with other internal and external stakeholders.

3. Understand and contribute to projects to support the achievement of organisation level strategic and operational objectives.
 4. Foster and support positive and productive relationships with a range of senior stakeholders and their offices on behalf of the DDG including Ministers offices, Head of Service, Directors-General and ACT Executives.
 5. Act as a key point of contact for the DDG, as well as liaising with internal and external stakeholders. This includes ministerial staffers, public officials at all levels and members of the community.
 6. Contribute to other emerging key priorities
 7. Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.
- This position *does not* involve direct supervision of personnel
 - This position *does not* require a pre-employment medical
 - This position *does not* require a Working with Vulnerable People Check

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. Demonstrated work ethic and high level administrative and organisational skills, particularly the ability to plan, prioritise, coordinate responses and requests for information, and manage with confidentiality the workflows for a senior executive, including proficiency in Microsoft applications and record keeping systems.
2. Highly developed interpersonal and communication skills, both written and oral, and the demonstrated ability to work with people of all levels of authority and position in government and in the community, and to represent the directorate in a variety of forums.
3. Demonstrated research, analytical and policy development ability, coupled with strong stakeholder management skills.

Behavioural Capabilities

1. A customer-oriented approach and a strong record of maintaining productive working relationships with internal and external stakeholders to deliver organisational objectives, including a demonstrated ability to manage sensitive and confidential issues with integrity.
2. Highly motivated to deliver and operate in a complex, dynamic and sensitive environment with minimal supervision, to work under pressure and within competing and tight timeframes.

3. Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace diversity, participative work practices and occupational health and safety principles and practices.

Compliance Requirements/Qualifications

- Prior experience in providing strategic and organisational support to an executive level position will be highly regarded.
- Experience and understanding of ACT Government Cabinet, Assembly, and ministerial processes is highly desirable.
- Experience with digital records management systems is highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Executive Officer (position number 68295) 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	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Frequently
STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
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	Never
Push/pull	Never
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	Never
Exposure to potentially distressing case material	Never
OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never