

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Division: Health Policy and Programs

Business Unit: Ageing and End of Life Branch, Voluntary Assisted Dying Access and Capacity Unit

Position Title: Senior Project Officer, Voluntary Assisted Dying Access and Capacity

Position Number: P67661

Classification: Administrative Services Officer Class 6 (ASO6)

Location: Woden ACT, and work from home arrangements

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 Health Policy and Programs Division is responsible for providing advice to the Minister for Health and the ACT Government to meet the health needs of the community. We do this by contributing to the creation of policy settings that ensure the right care can be accessed in the right place, in the right way, at the right time, and that people are better able to care for themselves.

This includes but is not limited to, the provision of strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, non-government, and private sector stakeholders.

BUSINESS UNIT OVERVIEW

The Ageing and End of Life Branch is responsible for providing strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, non-government and private sector stakeholders across a range of topics, including aged care, respite, dementia, palliative and end of life care. It also includes the Voluntary Assisted Dying Operations and Policy Service (VADOPS), comprising territory-wide operations and administrative support to the ACT Voluntary Assisted Dying Oversight Board.

VADOPS works collaboratively with Canberra Health Services (CHS) and private providers to deliver Voluntary Assisted Dying services in the ACT. VADOPS is responsible for engagement with the health and care sectors, authorisation and training of practitioners, processing of residency and interpreter exemption requests, and maintaining clinical guidelines and protocols. VADOPS also considers policy issues in relation to voluntary assisted dying, including review of the Act.

In 2026 and 2027, the Branch will lead a project exploring access to Voluntary Assisted Dying for people who lose decision-making capacity. This work centres on convening a citizens' jury to test social licence and community expectations in relation to:

- Access to Voluntary Assisted Dying following loss of decision-making capacity after the final eligibility assessment;
- The acceptability of substitute decision-making under various models; and
- Appropriate safeguards to support any future reform.

The citizen's jury will be facilitated by an external expert provider, supported by a dedicated project team.

POSITION OVERVIEW

The Senior Project Officer, Voluntary Assisted Dying Access & Capacity contributes to a small project team to deliver the Voluntary Assisted Dying Access and Capacity project. Working closely with the contracted external provider and a diverse range of stakeholders, this position will deliver outcomes under very tight timeframes. This position contributes to a team delivering a project considering a highly complex, nuanced and sensitive policy question that has not been advanced elsewhere in Australia.

To be successful in this role, the occupant will need to display strong organisational, administrative and stakeholder engagement skills. They will need to support delivery of outcomes under very tight timeframes and significant Government and community scrutiny. This role supports the external provider to deliver the citizen's jury and will be delivering a diverse range of activities, including venue coordination, participant support and coordination, preparation of materials, recording and tracking of resources. The occupant will need to be flexible and adaptable to changing priorities and deliverables as the project progresses.

This role deals with sensitive, confronting and potentially distressing material and concepts. This role will be expected to support a culture of psycho-social safety, support and resilience.

WHAT YOU WILL DO

Under the direction of the Assistant Director/ Director the Senior Project Officer will:

- Undertake research, data collection, analysis and environmental scanning relating to complex policy and legislative issues.
- Prepare briefing materials, correspondence, consultation materials, meeting papers and other project documentation.
- Assist with the coordination of the citizens' jury and broader stakeholder engagement activities, including scheduling, logistics and participant communications.
- Support procurement, contract management and administrative activities associated with external providers and consultants.
- Assist with preparation of reports, project updates and governance documentation.
- Liaise with internal and external stakeholders and respond to enquiries as required.
- Maintain project records, track actions and support delivery against agreed timeframes.
- Undertake other duties appropriate to this level of classification.

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. Highly developed communication skills, including managing sensitive and distressing topics.
2. Strong research, analytical and written communication skills, with the ability to prepare clear and accurate documentation.

Behavioural Capabilities

3. Strong organisational skills and attention to detail.
4. Demonstrated ability to manage competing priorities and work collaboratively within a team environment.
5. Sound judgement, initiative and professional approach to sensitive work.
6. Commitment to safety, collaboration, integrity and respectful engagement.
7. Strong interpersonal, communication (oral and written), liaison and representation skills, and the ability to work sensitively and fairly with people from a diverse range of backgrounds and cultures.

Compliance Requirements/Qualifications

- Healthcare experience in a relevant field such as palliative or end-of-life care would be favourably considered.
- Experience working within government, policy or project environments is desirable.
- The successful applicant will need to undergo a National Police Check.
- This role supports significant face-to-face activities. The role requires attendance in Canberra and will involve some out of hours or weekend work.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Project Officer, Voluntary Assisted Dying Access and Capacity (position number P67661) 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	Occasionally
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation - <i>Activity-based working environment, no designated workstation</i>	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
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)	Frequently
Working in a call centre environment	Never

Working directly with the public	Occasionally
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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	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

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	Occasionally