POSITION DESCRIPTION

Directorate: Education	Position Number: P72450
Division: Chief Operating Officer	Classification: SOGC
Business Unit: Strategic Finance and Procurement	Location: Canberra City
Position Title: Assistant Director, Finance and Procurement Compliance	Last Reviewed: August 2026

DIRECTORATE OVERVIEW

The Directorate identifies education priorities and the development of strategies, policies and planning for improved learning outcomes, delivering educational services to empower each child and young person in ACT Public Schools. ACT Public Schools deliver quality education to shape every child's future and lay the foundation for lifelong development and learning.

DIVISION OVERVIEW

The major responsibilities of the Chief Operating Officer Division are:

- Provision of strategic advice to the Minister and the Directorate.
- Promotion of a strong and collaborative culture through effective communication and links with internal and external partners and the broader community.
- Provision of enabling services such as People and Performance (HR), Strategic Finance and Procurement, Governance, and Communications, Engagement and Government Support.

RESPONSIBILTIES

The Finance and Procurement Compliance Assistant Director will work as part of a small team to support, assist and build capability in the business of schools including ensuring compliance, accountability and best practice is being met. This includes providing advice and support to the Directorate, both within schools and the Education Support Office, on a broad range of compliance requirements.

This role is responsible for the achievement of outcomes within agreed timeframes and within a framework of operational and strategic goals and objectives and span a wide range of activities that ensure the Directorate follows all regulatory and ethical standards. The role will support compliance management by identifying, addressing and preventing compliance issues within the Directorate, both within schools and the Education Support Office. The Assistant Director will work with a significant degree of independence in day to day activities in improving compliance within both schools and the Education Support Office.

Responsibilities include, but not limited to:

- Performing internal reviews to assess compliance with policy, procedural and other relevant regulatory requirements that relate to the operations of schools and the Education Support Office, including planning and managing review processes.
- Designing and assisting in implementing structured programs that promote awareness and accountability across the Directorate to reduce the likelihood of non-compliance.
- Developing training materials for on compliance policies that can be utilised to provide training to Directorate staff through workshops, training sessions and guidance documents to foster a culture of compliance.
- Assisting in responding to reported or suspected breaches of policy, procedural and other relevant regulatory requirements, and assist in carrying out investigations and recommending corrective actions.
- Communicating and cooperating with the Directorate's Chief Internal Auditor and external regulatory bodies during audits, investigations or when submitting required reports or disclosures.
- Conducting risk assessments, including identifying, evaluating, and monitoring compliance risks across the Directorate and advising on mitigation strategies to manage risks.
- Contribute to regular reports to the Directorate's senior executives and stakeholders on compliance status, emerging risks and the effectiveness of current controls.
- Provide support to Chief Finance Officer to implement initiatives and ensure consistent and high-quality advice and support is provided to support school and Education Support Office business functions.
- Liaise closely with subject matter experts to ensure accurate and clear advice is provided to school and Education Support Office staff, including identification of issues and provision of possible solutions.
- Foster a culture of continuous improvement and implement efficient and effective working practices as standard.
- Demonstrate and consistently model the ACTPS ethical standards, ACTPS code of conduct upholding the ACT Government Respect, Equity and Diversity Framework and lead safe work practices in accordance with the Directorate's Work Health and Safety policies, procedures and defined roles and responsibilities.

KNOWLEDGE AND SKILLS

Desirable

- Qualifications related to compliance and risk management.
- Experience in a school business role.
- Finance and/or procurement qualifications

Staff employed in the ACT Public Service (ACTPS) are expected to model the ACTPS values and signature behaviours and general obligations as described in the Public Sector Management Act 1994 (PSM Act).

SELECTION CRITERIA

1. Understanding of key aspects of public sector administration and ensuring best practice use of systems and adherence to Directorate policies, procedures and other relevant regulatory requirements.

2. Demonstrated ability to interrogate and analyse complex financial, procurement and workforce data to identify trends, anomalies, compliance risks and process inefficiencies, and to assess performance against legislative, policy and procedural requirements.

3. Identify options and ideas to improve compliance and support the business activities of schools and the Education Support Office in a dynamic and complex environment.

4. Display excellent interpersonal skills including the ability to explain and discuss matters using appropriate verbal and written communication for the target audience.

5. Collaborate, communicate and execute outcomes and cooperate with others to build a culture of excellence and continuous improvement.

6. Demonstrated high level analytical skills and sound judgement in assessing complex regulatory issues, identifying risks, applying appropriate decision-making tools, and providing strategic advice and reporting to support effective risk management.