ACT Government
Health and Community Services

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Group: Finance and Assurance

Division: Procurement and Sector Funding

Position Title: Assistant Director, Sector Stakeholder Engagement

Position Number: P72127

Classification: Senior Officer Grade C

Location: Woden and Canberra City, ACT

Last Reviewed: Sep 2026

DIRECTORATE OVERVIEW

The Health and Community Services Directorate (HCSD) delivers a broad range of health and community 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 community 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. HCSD 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 living with a 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 Finance and Assurance Division provides a range of support services critical to the long-term success and sustainability of HCSD.

The Division is responsible for procurement and grants, internal audit, governance and compliance, risk management, budgeting and reporting, and financial and capital reporting. The Division is also responsible for the provision of advice and support services to the HCSD, Senior Executives and Ministers.

BUSINESS UNIT OVERVIEW

The Procurement and Sector Funding Branch (PSFB) is HCSD's centre of expertise for procurement and grants. As a newly established branch, PSFB is responsible for establishing and maintaining HCSD-wide procurement and grants frameworks, governance, processes, systems and tools, and supporting business units to deliver procurement and grants activities effectively.

Through its centralised approach, PSFB promotes consistent and compliant practices, strengthens capability, drives continuous improvement, and supports better outcomes for HCSD, service providers and the community.

PSFB comprises three teams:

- the Procurement and Grants team, which helps HCSD business units to conduct procurements and grants;
- the Sector Stakeholder Engagement and Program Management team, which undertakes program management for key community services grants programs; and
- the Policy, Innovation and Practice team, which sets HCSD procurement and grants policy and enables better practice.

The Assistant Director role sits within the Sector Stakeholder Engagement team.

The team is responsible for developing a whole of organisation model for contract management and works closely with all policy teams across the Directorate. The team will work closely with the Policy, Innovation and Practice section withing PSFB to provide input into the Grants Framework and ongoing grants management processes across the Directorate.

POSITION OVERVIEW

The Assistant Director, Sector Stakeholder Engagement plays a key role in supporting policy and program teams in providing a risk-based funding approach across the Directorate. The position provides a whole of organisation perspective on the development, monitoring and reporting on funded contracts and programs. The position also provides operational advice on contract management, stakeholder engagement, and relationship management across health and community services.

Reporting to the Director and Senior Director, Sector Stakeholder Engagement and Program Management, the position will demonstrate stakeholder engagement, negotiation, and influencing skills with the ability to build and maintain effective relationships across government, community sector organisations, and other key stakeholders.

The position requires a highly capable professional with demonstrated management capability, sound judgement, and the ability to think strategically in an operational environment. Exceptional interpersonal, organisational and written communication skills are essential, including the ability to prepare high-quality briefing, reports, and other complex documents for senior executives and government

Experience in human services contract management, program development and administration is highly desirable.

WHAT YOU WILL DO

Working under limited supervision, the role is responsible for:

- Providing high level advice on program and policy initiatives that support the delivery of health and community services in the ACT;
- Assist in managing all operational aspects of the team including the coordination and management of workflow, resource management and staff development;
- Collaborate with the Policy, Innovation and Practice section within PSFB to contribute to the development and continuous improvement of the HCSD Grants Framework and grants management processes;
- Prepare high level reports, complex briefings, ministerial responses and correspondence for the Senior Director, Executive and the Minister's Office;
- Review, develop, interpret and apply policies, and procedures including the exercise of delegations;
- Represent HCSD in a range of ACT Government and community forums including developing and maintaining collaborative working relationships with key sector stakeholders;
- Demonstrate leadership by modelling and fostering professionalism, accountability and ethical behaviour;
- Develop advice and documentation relating to procurement and grants, including business cases, project plans and governance materials;
- Contribute to internal and external working groups, committees and forums as required;
- Undertake other duties appropriate to the classification level that contribute to the effective operation of PSFB.

WHAT YOU REQUIRE / SELECTION CRITERIA

Applicants should address the following selection criteria in their application for all positions.

Professional / Technical Skills and Knowledge

1. Proven experience in contract and funding management, and program development including performance monitoring, compliance oversight, business case development, management of funding and budget processes.
2. Proven ability to manage competing priorities and deadlines.
3. Demonstrated ability to prepare high-quality written material, including Ministerial and Cabinet briefs, policy and guidance documents, stakeholder communications, reports and training materials.

Behavioural Capabilities

4. Demonstrated high level communication, consultation and relationship management skills including the ability to build partnerships, and work collaboratively with government and non-government stakeholders on complex social policy and service delivery issues.
5. Demonstrated experience leading, supervising, supporting and developing staff, fostering high performance, and contributing to a positive, inclusive, and collaborative team culture.
6. Demonstrated commitment to ethical and professional conduct, delivering high-quality wok, and upholding the ACTPS Values and Signature Behaviours and Government priorities.

Compliance Requirements / Qualifications

- An understanding of ACT Government procurement legislation and procurement and grants policies and frameworks are highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the roles of Director 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	Never

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	Never
Access to Accrued Days Off (ADO's)	Occasionally
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)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

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	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Occasionally

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