



POSITION DESCRIPTION

Directorate: Education Directorate

Position Number: 35232

Division: Chief Operating Officer Group

Classification: Senior Officer Grade B

Business Unit: Ministerial and Corporate Reporting

Location: 220 London Circuit, Civic

Position Title: Director, Ministerial and Corporate Reporting

Last Reviewed: May 2026

Position Requirements: Nil

DIRECTORATE OVERVIEW

The Education Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is for the operation of the network of public schools across the ACT and for regulating non-government school and early childhood education providers.

The Australian Capital Territory Public Service (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 demonstrate the related signature behaviours.

Further information about working in the ACT Public Service and the Education Directorate can be found at <https://www.jobs.act.gov.au/about-the-actps> and <https://www.act.gov.au/education-and-training>

BUSINESS UNIT OVERVIEW

The Ministerial and Corporate Reporting team provide the critical connection between the Directorate and Government.

The team manages and supports the Directorate to meet its obligations around Cabinet, Legislative Assembly and ministerial business. The team coordinates significant input to government commitments, annual reporting, performance and accountability and attendance at committee hearings.

The team also provides secretariat support for key Director-General stakeholder meetings.

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POSITION OVERVIEW

The Director, Ministerial and Corporate Reporting is a senior member of the team and supports the Senior Director in meeting the team's responsibilities.

The Director, Ministerial and Corporate Reporting is responsible for the coordination, preparation and delivery of key corporate reporting and accountability functions for the Directorate including the annual report, non-financial components of the budget papers, the Statement of Performance process and other whole of government reports. This position also manages the coordination and provision of secretarial support for the Director-General's key stakeholder meetings.

The position works closely with a range of key stakeholders, including the Education Directorate Executive and Leadership team, as well as other areas within the Directorate, across the ACT Government and other agencies both government and non-government.

WHAT YOU WILL DO

The Director, within the Ministerial and Corporate Reporting team, requires a pro-active self-starter with excellent written and oral communication skills, great attention to detail and excellent time management skills. Effective communication skills and the ability to build relationships and engage with stakeholders are key enablers in the performance of this role.

The position will be responsible for:

1. Coordinating, monitoring and facilitating the management of the Directorate's internal and external corporate reporting obligations, including contributions to Whole of Government reporting.
2. Delivering high quality and timely reporting documents to the Education Directorate Executive and the Minister's Office, including:
 - reporting against Election Commitments and Parliamentary Governing Agreements,
 - half yearly and end of year Statement of Performance reporting;
 - Strategic and Accountability Indicator input to the Directorate's annual Budget Statement;
 - the Directorate's Annual Report;
 - coordination of Whole of Government reporting;
 - and others as required.
3. Providing support to the Senior Director, and effective leadership to a team that provides a high volume of operational support, in an executive level environment, to achieve key Branch and Directorate objectives.
4. Providing high-level strategic advice and briefing on corporate reporting matters including policy issues, compliance with legislative and governance obligations, post-implementation reviews, project management plans including risk and communications management, development of guidance materials or templates, and other matters.

5. Managing the operations, staffing and resources of the section and contributing as a member of the Branch's management team.
6. Critically examining, evaluating and taking appropriate action on reports, submissions and information provided to ensure relevance, completeness and accuracy.
7. Oversee the team's secretariat support to the Director-General's key stakeholder meetings, through a range of activities including the preparation of agendas, papers required for meetings, the recording, transcribing and distribution of minutes for meetings, etc.
8. Liaising with highly influential stakeholders and their offices and manage a broad range of stakeholder relationships, particularly across the Education Directorate and with other ACT Government agencies.

This position has direct supervisory responsibilities, provides coaching and guidance to staff in the Ministerial and Corporate Reporting team.

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. Excellent administrative and organisational skills, and a demonstrated ability to research, analyse, plan, prioritise, co-ordinate, and manage workflows associated with a busy business environment.
2. Highly developed verbal, written communication and quality assurance skills, including the ability to liaise and negotiate effectively with a broad range of stakeholders, as well as the ability to work both collaboratively and independently.
3. High level conceptual and problem-solving skills to manage change and a demonstrated commitment to continuous improvement.

Behavioural Capabilities

4. A history of developing productive working relationships with internal and external stakeholders to achieve results, including a demonstrated ability to manage sensitive and confidential issues with integrity.
5. Demonstrated ability to manage competing and changing priorities in a fast-paced environment, establish realistic timeframes, and be accountable for the work of a high functioning team.
6. A strong record of improving business results through innovative approaches.

Compliance Requirements / Qualifications

1. Background / Security clearance checks will be conducted
2. This position does not require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of **Director, Ministerial and Corporate Reporting** (position number 35235) 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	Frequently
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation – this position is based in an activity-based work environment	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Never
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	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	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	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally

Sequential repetitive movements in a short amount of time	Never
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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	Occasionally

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