



# POSITION DESCRIPTION

**Directorate:** Chief Minister, Treasury and Economic Development

**Division:** Economic & Financial Group

**Branch:** Macroeconomics, Modelling and Federal Financial Relations

**Position Title:** Economist

**Position Numbers:** P60220

**Classification:** AS06

**Location:** 220 London Circuit, Canberra City

**Security Clearance Required:** No

**Last Reviewed:** April 2026

## DIRECTORATE OVERVIEW

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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 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 as demonstrate the related signature behaviours.

Treasury, within CMTEDD, is responsible for collecting and managing taxation revenue; managing the Government's financial assets and liabilities, including superannuation liabilities and investments; as well as providing advice to the Government and ACT agencies on the Territory's budget and financial management, economic and revenue forecasting and policy, federal financial relations and accounting policy. Treasury is also responsible for providing infrastructure and commercial advice, procuring goods and services, oversight of government business enterprises, management of the lifetime care and support scheme and regulation of the motor accident injuries insurance scheme.

## GROUP OVERVIEW

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**The Economic and Financial Group (EFG)** is responsible for providing advice on the ACT economy, economic and tax policy, competition and regulatory policy, infrastructure and commercial advice, federal financial relations, oversight of government business enterprises, management of the lifetime care and support scheme and regulation of the motor accident injuries insurance scheme.

## BRANCH OVERVIEW

**The Macroeconomics, Modelling and Federal Financial Relations Branch** is responsible for providing analysis and advice on the ACT economy and its revenue. This also includes analysis and advice on a broad range of economic policy and strategic issues for the government as well as Treasury support to ACT agencies. The Branch also provides support for the ACT's participation at intergovernmental forums and a central agency role in the negotiation and oversight of key intergovernmental agreements as well as GST policy and distribution.

## WHAT YOU WILL DO

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Under general direction, the successful applicant, as part of a small team, will:

1. Prepare economic indicator briefs to a high standard.
2. Prepare economic and revenue forecasts for the ACT budgets/budget reviews.
3. Review revenue forecasting methodology for the ACT budgets and budget reviews, providing advice on accuracy, and alternative methodological approaches. Coordinate advice to senior executives outlining the quality assurance processes undertaken to sign off budget inputs.
4. Co-ordinate input for the economic forecasting group and revenue forecasting group meetings, including review and quality assurance of forecasts undertaken outside of Treasury.
5. Prepare a tax expenditure statement on an annual basis and supporting quality assurance documentation.
6. Prepare briefs and contribute to other products including speeches, question time briefs on economic issues, and other modelling and analysis within tight timeframes close to final standard as directed.
7. Undertake independent research as directed and provide advice to inform model development, policy frameworks and policy positions.
8. Undertake economic modelling and quantitative analysis across a wide variety issues and policies to support evidence-based decision making.
9. Assist with developing, maintaining, updating economic and econometric forecasting and policy models.
10. Prepare evidence-based briefings and other written products close to final standard.

This position does not involve the direct supervision of staff.

## WHAT YOU REQUIRE

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The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

### Behavioural Capabilities

1. **Supports strategic direction and advice:** An ability to support the strategic direction of the branch and Treasury. Providing advice on economic matters, with direction from supervisors. Initiates and develops team goals, exploring new ideas and different viewpoints.
2. **Conceptual and analytical:** Strong conceptual, analytical and research skills including the ability to develop econometric models including formulating economic and revenue forecasts.
3. **Communication skills:** Demonstrated high level of written and oral communication skills together with negotiation, liaison, and representational skills. An ability to confidently present messages to a variety of audiences, including senior executives within Treasury.
4. **Achieving results:** Demonstrated ability to deliver and operate in a complex and dynamic environment, to work under pressure and tight timeframes. This includes a demonstrated ability to understand priorities and manage own projects to achieve results. An ability to adjust plans for projects and assist others to adapt.
5. **Ethics and professionalism:** Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to staff development, the ongoing integration of workplace diversity, participative work practices and occupational health and safety principles and practices.
6. **Supports productive working relationships:** Understanding of the value of being part of small dynamic team, by nurturing working relationships, listening and understanding the needs of others. Encourages the exploration of diverse views and harnesses the benefits of these views.

### Professional / Technical Skills and Knowledge

7. Degree or above in economics is highly desirable. Additional studies in econometrics/actuarial studies / finance / mathematics or complementary discipline are desirable.

## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role Senior Econometrician / Economist (P60220) and indicates how frequently each of these requirements would be performed. Please note that the ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace. The City Office Building is an activity-based workplace (ABW).

| ADMINISTRATIVE              | FREQUENCY  |
|-----------------------------|------------|
| Telephone use               | Frequently |
| General computer use        | Frequently |
| Extensive keying/data entry | Never      |
| Graphical/analytical based  | Frequently |
| Sitting at a desk           | Frequently |
| Standing for long periods   | Never      |
| Designated workstation      | 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)                                                         | Occasionally |
| Peaks and troughs                                                                          | Occasionally |
| Frequent overtime                                                                          | Occasionally |
| 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)     | Never        |
| Working in a call centre environment                        | Never        |
| Working directly with the public                            | Occasionally |

| 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 | 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         | Occasionally |
| Exposure to potentially distressing case material | Occasionally |

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