



# POSITION DESCRIPTION

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

**Group:** Policy and Cabinet

**Business Unit:** Cabinet, Assembly and Government Business

**Position Title:** Director, Assembly and Government Coordination

**Position Number:** 53787

**Classification:** SOG B

**Location:** 220 London Circuit, Canberra

**Last Reviewed:** June 2026

**Position Requirements:** This position requires the successful applicant to either hold or be able to obtain a NV1 security clearance.

## 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 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.

## DIVISION OVERVIEW

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Policy and Cabinet is a dynamic, agile and strategic division that provides advice, support and direction across the ACT Public Service on complex policy matters, incorporating a central agency strategic and coordination role in strategic planning, infrastructure planning, social and economic policy, spatial planning, regional policy and engagement, government accountability and cross-government regulatory reform.

Policy and Cabinet supports the Chief Minister, Cabinet, and the Head of Service as Secretary of Cabinet and Chair of Strategic Board, through the provision of policy and support, including Cabinet secretariat functions and advice.

Policy and Cabinet supports the Chief Minister when representing the ACT at intergovernmental forums, notably the National Cabinet and the Council of Capital City Lord Mayors. The Division

manages and coordinates the ACT's relationships with other jurisdictions, most significantly with the Commonwealth, NSW, Australia's other capital cities and NSW Councils surrounding the ACT.

The Division is also home to Branches that lead whole of government priorities such as the ACT's wellbeing framework, and the Territory Records Office.

What we offer:

- Interesting and fulfilling work in a unique public sector environment where you can see the impact you have on the Canberra community.
- The opportunity to work with passionate, innovative, and experienced people who encourage and support you to develop your interests and expertise.
- A flexible workplace with a mix of working from home and with state-of-the-art accommodation enabling activity-based work in an engaging and creative environment.

## **BUSINESS UNIT OVERVIEW**

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Cabinet, Assembly and Government Business Branch:

- provides coordination and operational support to the Chief Minister, the ACT Executive, the Chief Minister, Treasury and Economic Development Directorate and the ACT Public Service in relation to Cabinet;
- coordinates and facilitates the passage of government business in the Legislative Assembly; and
- provides support for the Chief Minister and Executive in tracking key Government commitments and priorities.

## **POSITION OVERVIEW**

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As Director, Assembly and Government Coordination, you will be at the forefront of government decision making, supporting the passage of material being considered by Cabinet and the Legislative Assembly. You will be required to:

- provide high level policy and procedural advice and support training to directorates and ministers' offices on matters coming before the Legislative Assembly and Cabinet or machinery of government issues;
- provide guidance and advice across the ACT Public Service, Ministerial Offices and Legislative Assembly to support the development and monitoring of Cabinet and legislation programs; and
- other duties across the branch as directed.

To undertake this role successfully, you will have an excellent understanding of the ACT Government's Legislative Assembly, Cabinet and government business activities. You will play a key role in supporting the ACT Public Service and ministerial offices to manage government business in Cabinet and the Legislative Assembly. In this diverse and interesting role, you will be supported by a high functioning branch, who are willingly to support each other in meeting business outcomes and critical timeframes.

## **WHAT YOU WILL DO**

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1. Under limited direction, provide high level policy and procedural advice and support on the conduct of government business in Cabinet, the Legislative Assembly and on machinery of government issues.
2. Lead and manage a small team to drive positive change in a fast paced, collaborative environment.
3. Under limited direction, supervise and undertake complex projects and tasks in relation to machinery of government processes.
4. Monitor and analyse the key government scheduling including Cabinet and Legislative proposals to provide strategic advice to Ministers offices, ensuring directorates meet required timeframes and requirements.
5. Contribute to the definition of organisational policies, standards and guidelines for business process improvement.

## **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.

### **Professional / Technical Skills and Knowledge**

1. High level knowledge and understanding of machinery of government processes and procedures and demonstrated knowledge of ACT Government's priorities and policy initiatives and capacity to provide strategic policy direction and advice.
2. High level leadership, management and organisational skills, including the proven ability to organise workloads and set priorities in a complex, dynamic and sensitive environment with competing priorities, tight deadlines and limited direction.
3. Proven oral and written communication skills, together with negotiation, liaison, customer service and representational skills.
4. Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

### **Behavioural Capabilities**

1. Deliver a high standard of service including a customer-oriented approach to dealing with both ACT Government, Ministerial and Legislative Assembly staff.
2. Highly motivated with the capacity to work under pressure and contribute to improved ways of working by promoting 'new thinking' in a team and organisational environment.
3. Maintain a high level of discretion and confidentiality.

### **Compliance Requirements / Qualifications**

- This position requires a pre-employment medical.

- This position is a Positions of Trust Level 2 and requires the successful applicant to either hold or be able to obtain NV1 security clearance.

## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director, Cabinet, Assembly and Government Coordination (position number 53787) 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.

This position is located in an activity-based work environment.

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 <i>This position is in an activity-based work environment</i>	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Frequently
Peaks and troughs	Frequently
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)	Frequently
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	Never

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

<b>TRAVEL</b>	<b>FREQUENCY</b>
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
Frequent travel – interstate	Never

<b>SPECIFIC HAZARDS</b>	<b>FREQUENCY</b>
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

<b>OTHER</b>	<b>FREQUENCY</b>
Uniform required	Never
Personal Protective Equipment (PPE) required	Never