



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Division: Chief Minister

Business Unit: Office of International Engagement

Position Title: Director, Engagement Programs

Position Requirements: N/A

Position Number: P37700

Classification: SOG B

Location: Canberra City

Security Clearance Required: Yes

Last Reviewed: July 2026

DIRECTORATE OVERVIEW

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.

BUSINESS UNIT OVERVIEW

The Office of International Engagement, led by the Commissioner for International Engagement, is responsible for coordinating the ACT's international relations. Working across government, and in particular with Economic Development and in close collaboration with businesses, industry and research institutions, the Office develops programs and strategies in line with the CBR brand to grow Canberra's international reputation.

Building our international profile and promoting Canberra as a place to invest, do business, visit and study is a crucial part of cementing our position as a city of global significance. The ACT Government, through the Office of International Engagement, has developed the *International Engagement Strategy* in order to focus government efforts in markets that strongly align with the ACT's key strengths and provide opportunities to grow the ACT economy.

The Office of International Engagement is primarily responsible for the ongoing implementation of the *Strategy* including:

- Provision of advice to government on relevant opportunities to extend or enhance our international engagement;
- Identify opportunities to strengthen existing relationships with a focus on our sister city agreements;
- Continually update the *Strategy* to ensure it reflects both government policy, priorities, and ensure broader international relations are current in respect to the economic, social and political environment, globally.

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 the related signature behaviours.

POSITION OVERVIEW

This position will contribute to collaboratively developing and implementing high quality, evidence-based programs to deliver on the ACT Government's objective of promoting Canberra as a place to invest, do business, visit and study, as defined in Canberra's *International Engagement Strategy*.

POSITION OVERVIEW: WHAT YOU WILL DO

You will:

1. Lead engagement programs as detailed in Canberra's *International Engagement Strategy*.
2. Develop and deliver high quality programs for internal and external clients. This includes an understanding of public sector program design, delivery, monitoring and evaluation.
3. Employ productive working relationships to achieve individual, team and organisational objectives. This includes working collaboratively with internal and external stakeholders.
4. Deliver business results with integrity including: program development, delivery, governance, monitoring and evaluation.
5. Further develop the business area through improved ways of thinking, engaging and delivering. This includes innovation in program design and delivery, as well as keeping abreast of national and international geo-political developments.
6. Inspire trust internally and externally and contribute to a workplace culture where people are encouraged to improve business results and enhance organisational culture. This includes developing and implementing better ways to deliver robust programs for the ACT Government and its citizens.
7. This position involves direct supervision of staff.

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. Experience in developing and delivering high quality evidence-based programs.
2. Excellent administrative and organisational skills, and a demonstrated ability to plan, prioritise, co-ordinate and deliver in a busy business environment, often with multiple competing priorities.

A qualification in public administration, business or a related subject (or a willingness to undertake) is highly desirable.

Behavioural Capabilities

3. 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.
4. A strong record of proactive contribution to improving business results through innovative approaches.
5. A strong record in leading in a workplace where people are encouraged to improve business results through enhanced organisational culture.

Compliance Requirements / Qualifications

N/A

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Officer, Office of International Engagement (position number P37700) 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	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Access to Accrued Days Off (ADO's)	Never
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)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Occasionally
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	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

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