



POSITION DESCRIPTION

Permanent/Temporary:	Permanent
Directorate:	Education Directorate
Group:	System Policy and Reform
Branch:	Planning, Analytics and Evaluation
Position Title:	Communications and Engagement Officer, Education Data and Assessment
Position Number:	51634
Classification:	Administrative Services Officer Class 5
Immediate Supervisor:	Director, Common Assessments
Location:	220 London Circuit, Canberra
Last Reviewed:	July 2026

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 responsible for the operation of the network of government schools across the ACT and for regulating non-government school and early childhood education providers. 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.education.act.gov.au/>.

BRANCH OVERVIEW

The Planning, Evidence and Analytics Branch leads and is accountable for the collection, analysis, and reporting on key educational data sets to the Minister for Education and Early Childhood; Education Directorate Executive; schools; and other key stakeholders to support school improvement.

The Branch is responsible for developing, leading and managing the Directorate's student enrolment policy and planning for school infrastructure in response to population growth and

student demand. And provides advice on managing school demand, including new and expanded school infrastructure, and on land planning/school siting needs for the ACT school system.

The Branch also manages the delivery and analysis of local, national, and international system-required assessment programs and surveys, and leads the Directorate's evaluation program, working with business units to scope, conduct and report on policy and program evaluations. The Branch also leads engagement on education data sharing arrangements and research.

POSITION OVERVIEW

This position is responsible for supporting the work of the Common Assessments team by coordinating administrative and project-related activities, preparing clear communications and resources, supporting stakeholder engagement, and assisting with the collection, checking and use of education data.

The role also provides broader support across the Planning, Evidence and Analytics Branch as required, including secretariat support, records management, data-related tasks, research application processes, and general coordination work. The successful applicant will be proactive, organised and detail-focused, with sound judgement, strong written communication skills, good data literacy, and the ability to build productive working relationships with schools, Directorate teams and external stakeholders.

WHAT YOU WILL DO

In accordance with Directorate policies and working under general direction, the Administrative Services Officer will:

- Draft, coordinate and maintain clear communications, guidance materials, web/SharePoint content, templates and other resources to support the Common Assessments team, schools, internal business areas and other stakeholders.
- Support stakeholder engagement by coordinating enquiries, meetings, feedback processes, contact lists, action tracking and follow-up with schools, Directorate teams, external providers and other stakeholders.
- Provide secretariat and coordination support for team and Branch activities, including scheduling, agenda preparation, papers, minutes, action tracking, records management and follow-up.
- Contribute to the development of visually clear and accessible materials, including presentations, quick reference guides, simple infographics, school-facing resources, internal reporting briefs and other Branch materials.
- Assist with the collection, checking, tracking and presentation of information to support implementation, reporting, research applications, quality assurance and continuous improvement.
- Identify opportunities to improve team and Branch processes, communications, resources and stakeholder support, and assist with implementing practical improvements.

- Undertake other duties appropriate to the classification, as directed.

WHAT YOU REQUIRE

Professional and Technical Skills, and Knowledge

1. Strong written communication and content design skills, including the ability to prepare clear, accurate and audience-appropriate correspondence, guidance materials, presentations and stakeholder updates.
2. Strong stakeholder engagement and interpersonal skills, including the ability to respond professionally to enquiries, build constructive working relationships and support schools and internal stakeholders.
3. Sound digital and data literacy skills, including the ability to work accurately with spreadsheets, SharePoint/Teams and data or reporting products.
4. Sound coordination and administrative skills, including the ability to provide secretariat support, maintain accurate records, track actions and assist with Branch processes such as research applications, reporting and general business support.

Behavioural Capabilities

5. High attention to detail, sound judgement and the ability to manage competing priorities under general direction.
6. Ability to work collaboratively and flexibly in a small team, consistent with the ACTPS values of Respect, Integrity, Collaboration and Innovation.

Desirable

- Experience preparing school-facing, stakeholder-facing or public sector communications.
- Experience creating visually clear resources using tools such as PowerPoint, Canva, Adobe Creative Cloud or similar.
- Experience working with education data, assessment programs, schools or government implementation projects.
- Familiarity with Microsoft 365, SharePoint, Excel, Power BI or similar reporting and collaboration tools.

Compliance Requirements

1. This position does not require a pre-employment medical.
2. This position does not require a Working with Vulnerable People check.

DIVERSITY STATEMENT

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

HOW TO APPLY

Please submit:

- A response (of no more than two pages) addressing the 'Professional and Technical Skills, and Knowledge', and 'Behavioural Capabilities' requirements included in the Position Description.
- A current curriculum vitae; and
- The contact details of two referees.

Applications should be submitted via the 'Apply Now' button.

FURTHER INFORMATION

Merit Pool: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

For further information please contact the Contact Officer via email at tanya.young@act.gov.au
