



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Division: Economic Development

Position Title: Executive Group Manager, Policy and Strategy, Economic Development

Position Number: E00671

Classification: Executive Level 2.3

Location: Canberra City/Ngunnawal Country

Last Reviewed: June 2026

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.

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.

DIVISION OVERVIEW

The role of Economic Development is to facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant city and community that acts to attract and retain talent.

Economic Development has five main business functions:

- Innovation, trade, investment and general business development
- Tertiary education (including higher education and vocational education and training)
- Tourism and major events
- Arts and culture
- Sports and recreation
- Major venues
- Strategic Infrastructure Coordination

Economic Development also has responsibility for coordinating and delivering a range of key strategic initiatives and major projects.

POSITION OVERVIEW

The Executive Group Manager, Policy and Strategy's role is to develop an integrated, whole of government approach to major economic policy initiatives; provide strategic direction and advice on Government's initiatives to diversify the ACT economy; and to work to create a vibrant community that attracts and retains talented people. This involves high level oversight and strategic management of a broad range of programs, initiatives and policy development.

Importantly, this role seeks to create synergy and alignment of effort across the line area work led by the four Executive Branch Managers and three Senior Directors who report directly to this position, into the divisional structure. The Executive Group Manager, Policy and Strategy reports directly to, and works closely with, the Deputy Director-General of the Economic Development division of CMTEDD.

The position is directly responsible for the following areas:

- Innovation, trade, investment and general business development
- Tertiary education (including vocational education and training)
- Tourism
- Arts and culture
- Strategy and Policy
- Ministerial and Executive Coordination Team

The Policy and Strategy division consist of:

- Policy, Strategy and Projects
- Skills Canberra
- Business, Communication and Engagement
- Tourism and Investment
- ArtsACT; and
- Ministerial and Executive Coordination Team

WHAT YOU WILL DO

1. Provide high quality and integrated policy advice across economic development matters in the ACT.
2. Provide strategic oversight and supervision for the coordination of government business for Economic Development.
3. Provide strategic oversight and integrated policy advice around growing the ACT's knowledge economy, investment attraction and facilitating business investment and growth.
4. Ensure policy settings are in place to support a sustainable tertiary education and research sector.
5. Deliver high level policy and strategy around skills, workforce development and skilled migration and ensure regulatory functions relating to vocational education and training are met to support a high performing training sector in the ACT.
6. Provide strategic oversight to ArtsACT which is focused on activities and initiatives that support a vibrant and inclusive arts environment.
7. Provide strategic oversight to VisitCanberra to grow the value of tourism to the economy and community by improving the ACT's position as a preferred tourist destination.

8. This position involves the direct supervision of eight staff.

WHAT YOU REQUIRE

Applications should address the selection criteria below which are based on the ACTPS Executive Capabilities:

Leads and values people

- Motivates and develops people
- Values diversity and respects individuals
- Builds a culture of improving practice

Shapes strategic thinking

- Inspires a sense of purpose and direction
- Encourages innovation and engages with risk
- Thinks broadly and develops solutions

Achieve results with integrity

- Develops organisational capability to deliver results
- Manages resources wisely and with probity
- Progresses evidence-based policies and procedures
- Shows sound judgement, is responsive and ethical

Fosters collaboration

- Listens and communicates with influence
- Engages efficiently across government
- Builds and maintains key relationships

Exemplifies citizen, community and service focus

- Understands, anticipates and evaluates client needs
- Creates partnerships and co-operation
- Works to improve outcomes

Executive Capabilities are a way of describing the behaviours that characterise successful ACTPS executives and the values and personal attributes that support these behaviours. They also provide an integrated and consistent means of assisting executives to identify developmental needs and achieve significant and measurable growth in areas such as leadership, strategic vision and effective management.

Information on Executive Capabilities for the ACTPS is available at <https://www.cmtedd.act.gov.au/employment-framework/for-executives/actps-executive-employment-conditions>

In addition, Senior Executive Service (SES) Members must do their job in accordance with the closing the gap principle. Further information about the closing the gap principle is

included in section 8(4) of the [Public Sector Management Act](#)

Compliance Requirements / Qualifications

N/A

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Executive Group Manager, Policy and Strategy, Economic Development (position number E00671) 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.

Our workforce has transitioned to flexible hybrid working arrangements. This may include working from home or other work sites where agreed. Staff are provided information on how to work from home safely and effectively.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Access to Accrued Days Off (ADO's)	Never
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)	Occasionally
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	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	Occasionally
Exposure to potentially distressing case material	Never

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