

ACT EXECUTIVE

Senior Adviser – Office of Rachel Stephen Smith

Classification Range: Senior Adviser Level 1

Salary range: \$136,873 – \$153,603 + 7% LAMS allowance

Ms Rachel Stephen-Smith MLA, Deputy Chief Minister and Minister for Education, is seeking an experienced policy adviser in the education portfolio.

Reporting to the Minister's Chief of Staff, the Senior Adviser will provide high level policy, analytical and strategic political advice on education policy and programs.

Key responsibilities of the Senior Adviser's role include:

- Providing advice, briefings, speeches and other outputs for the Minister as required.
- Analysing and reviewing complex policy issues and assisting the Minister with issues management as directed.
- Working closely with other policy advisers, media advisers and the Chief of Staff to support and provide input into longer term planning, strategy development, and policy review for the Minister.
- Developing strong stakeholder relationships relevant to the education portfolio.
- Working collaboratively with other Ministerial offices and the ACT public service to support policy development and delivery of ACT Government priorities.
- Contributing to a positive and inclusive work environment and culture where all staff are valued and respected.
- Other duties as directed.

Applicants will need to demonstrate:

- Experience in policy development and analysis.
- Strong research, analytical and problem-solving skills.
- Excellent written, oral, interpersonal and relationship management skills.
- Capacity to work independently, meet deadlines, work under pressure and manage competing priorities.

Experience or understanding of parliamentary systems, education policy and delivery and/or the ACT political system would be an advantage.

The role is for the term of the Government and will be remunerated at the range of Senior Adviser Level 1, plus 7% allowance and superannuation depending on skills and experience.

For further information please contact Kahlia Smith on Kahlia.Smith@act.gov.au.

Applications addressing the position requirements, including a curriculum vitae and the contact details of two referees, should be sent to Stephen-Smith@act.gov.au by COB on 28 August 2026.