

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Division: Health Policy and Programs

Business Unit: Health Services Policy

Position Title: Assistant Director, Primary and Integrated Care Policy

Position Number: P61370

Classification: Senior Officer Grade C (SOGC)

Location: Woden/Working from home

Last Reviewed: August 2026

DIRECTORATE OVERVIEW

The Health and Community Services Directorate (HCSD) delivers a broad range of health and human services to support the wellbeing of the ACT Community and ensures our public health system meets the community's needs, now and into the future. HCSD provides strategic leadership on policy and population health direction for the ACT health system, ensuring services are innovative, effective, and responsive to community needs.

Alongside health strategy, HCSD is responsible for a range of human services including multicultural affairs, services for older people, housing, women's initiatives, family and domestic violence and homelessness services, and support for children, youth, and families. The Directorate also leads community disaster recovery and Aboriginal and Torres Strait Islander engagement.

HCSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

DIVISION OVERVIEW

The Health Policy and Programs Division provides advice to the Minister for Health and the ACT Government to meet the health needs of the community. This includes developing policy settings that ensure the right care is delivered in the right place, at the right time, and supports people to better manage their own health.

The Division delivers strategic policy advice, program and project delivery, procurement of non-government services, and engagement across government, non-government and private sector stakeholders.

BUSINESS UNIT OVERVIEW

The Health Policy and Strategy Branch (HPSB) is responsible for the development and provision of strategic health policy advice to the Minister for Health on a variety of issues impacting Canberrans and the Canberra community, including primary care and chronic conditions, disability, LGBTIQ+, culturally and/or linguistically diverse and reproductive health. This work involves partnering and engaging with diverse stakeholders including affected communities and the community-based organisations serving them,

Canberra Health Services, Capital Health Network, and a wide range of bilateral and multi-jurisdictional forums involving all tiers of government.

HPSB is responsible for providing strategic health policy advice, project development, commissioning of relevant non-government services, and liaison with government, non-government and private sector stakeholders. HPSB leads PPP's engagement with the policy cycle and is usually the first point of response for matters referred to the Division, for action and advice for the Minister for Health.

HPSB works collaboratively across ACT Government directorates and internally, including with the Office for

Professional Leadership and Education, Community Sector Contracts and Grants, Commissioning, Mental Health Policy, Health Services Planning, Data Analytics and the Aboriginal and Torres Strait Islander Partnerships Team.

POSITION OVERVIEW

It is expected that the SOGC in the Health Policy and Strategy Branch will work collaboratively across a range of areas in HCSD and with other ACT Government directorates. The incumbent will communicate professionally and work with flexibility, and efficiency both individually and as part of a complex team/community effort.

The position will assist in policy development across a range of key health priority projects for the ACT Government. Policy areas are diverse and include (but are not limited to): health services policy, mainly in primary care and the community sector.

Key focus areas are on managing contracts for programs targeted at priority populations, improving integration of care, equity of access to primary care, and addressing social determinants; and national policy and reforms e.g. Healthdirect and Strengthening Medicare.

WHAT YOU WILL DO

Under broad direction from the Director, the Assistant Director will:

- Provide high level strategic policy and project advice to the HCSD executive and the ACT Government.
- Prepare complex ministerial briefings, Cabinet submissions, answers to Legislative Assembly questions, speeches, correspondence and other government business, which may relate to local, national or international health issues.
- Manage and/or contribute to the design, development, implementation and evaluation of policy initiatives, programs and projects.
- Develop, manage and maintain respectful relationships with key internal and external stakeholders (including ACT Government, other governments, and non-government organisations).
- Undertake other duties appropriate to this level of classification that contribute to the Directorate.

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. Ability to think strategically and make sound judgments in a sensitive and complex area to produce strategic policy advice of a high standard.
2. Demonstrated experience in preparing a range of high level complex strategic documents, including briefs, submissions, reports and detailed correspondence.
3. Ability to manage the planning, development and implementation of policy initiatives, programs and projects, in a complex and dynamic environment.

Behavioural Capabilities

4. Ability to progress multiple work pieces with minimal supervision, and under tight timeframes.
5. Strong interpersonal, communication, negotiation, liaison and representational skills, and the ability to collaborate sensitively and fairly with people from a diverse range of backgrounds and cultures.
6. Demonstrates a commitment to work, health and safety (WH&S) and displays behaviour consistent with the ACT Public Service Values and Signature Behaviours.

Compliance Requirements/Qualifications

1. Relevant experience and/or tertiary qualifications in a public health or human services discipline is desirable.
2. Experience working in a human services policy setting is desirable.
3. This position does not require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Primary and Integrated Care Policy (position number P61370) 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	Occasionally
General computer use	Frequently
Extensive keying/data entry	Never
Graphical/analytical based	Never
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Never
Frequent overtime	Never
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	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Never
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	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
Frequent travel – interstate	Never

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