

POSITION DESCRIPTION

Directorate: Health Community Services Directorate

Position Number: P55630

Division: Corporate Services

Classification: Senior Officer Grade C (SOGC)

Business Unit: Governance Branch

Location: Hybrid

Position Title: Cabinet Liaison Officer

Last Reviewed: August 2025

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 ensure our public health system meets the community's needs, now and in 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 Corporate Division provides a range of corporate support services critical to the long-term success and sustainability of the Directorate. The Division is responsible for internal audit, governance and compliance, risk management, freedom of information requests, procurement, budgeting and reporting, financial and capital reporting, people strategy, services and culture, performance management, learning and development, and workplace health and safety. Corporate Services is also responsible for the provision of advice and support services to the HCSD, Senior Executives and Ministers.

BUSINESS UNIT OVERVIEW

The Ministerial and Governance Services team undertakes a range of functions on behalf of HCSD to deliver commitments to Ministers, government and the public. The team is responsible for coordinating and delivering Ministerial, Assembly and Cabinet business, coordinating whole of directorate responses and tracking and reporting on ministerial items.

The team operates in a fast-paced work environment across the division and directorate, supports the HCSD executive, is customer focused and delivers timely and high-level support and advice, quality control and coordination.

POSITION OVERVIEW

The position of Cabinet Liaison Officer (CLO) sits within the Ministerial and Government Services team of the Governance Branch and reports to the Director, Cabinet and Assembly Business. A key role for the directorate, the CLO provides a central contact point between the directorate, the Cabinet Office and other directorates on Cabinet business.

The CLO works across the directorate engaging with line areas to provide support throughout the cabinet submission process. Together with the Assistant CLO, they work across directorates to drive cabinet matters and circulate submissions for comment. This role involves access to sensitive cabinet documents and requires an ability to effectively manage multiple cases and stakeholders, negotiate to achieve results and remain responsive to ensure tight timeframes are met.

WHAT YOU WILL DO

Requirements of the CLO role include, but are not limited to the following:

- Provide a central contact point between the directorate, the Cabinet Office, and other directorates on Cabinet business.
- Coordinate Cabinet business including providing the Cabinet Office with forecasts of the directorates Cabinet business.
- Provide strategic advice to the directorate in relation to Cabinet processes, submission content, recommendations and options to achieve results.
- Ensure procedures set out in the Cabinet Handbook are followed by staff within the directorate.
- Monitor the timely implementation of Cabinet decisions in the HCSD.
- Accountable for managing and recording appropriate access to, and storage of, Cabinet papers for the HCSD.
- This position currently has 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. High level government experience, or the ability to acquire same, in the management of and provision of advice on Cabinet and Assembly matters.
2. A capable and experienced leader, able to work with limited supervision and manage a small team of staff.
3. Excellent communication skills, including the ability to provide strategic advice, negotiate and liaise with the directorate in relation to Cabinet processes, submission content, recommendations and options to achieve results.

Behavioral Capabilities

4. Excellent organisational and time management skills with the ability to establish and manage clear goals and expectations to build accountability, addressing any capability gaps in the delivery of business outcomes.
5. Demonstrated ability to build and sustain collaborative working relationships with internal and external stakeholders to achieve results, including a demonstrated ability to manage sensitive and confidential issues discretely and with integrity.
6. Behaviours consistent with the ACT Government's Respect, Equity and Diversity Framework and experience in leading safe work practices that are in accordance with Work Health and Safety Systems.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Cabinet Liaison Officer (position number P55630) 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	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Nil

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	Frequently
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)	Frequently
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	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
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	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	Occasionally
Exposure to potentially distressing case material	Occasionally

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