



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Business Unit: Office of International Engagement

Position Title: Assistant Director, Governance and Operations

Position Requirements: Obtain and hold a Negative 1 Clearance

Position Number: 58190

Classification: Senior Officer Grade C

Location: Canberra City

Security Clearance Required: Yes

Last Reviewed: July 2026

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.

BUSINESS UNIT OVERVIEW

The Office of International Engagement (OIE), led by the Commissioner for International Engagement, is responsible for coordinating the ACT's international relations and promoting exports to key markets. Working across the Government, and in particular with Economic Development and in close collaboration with industry and research institutions, the OIE is tasked with growing Canberra's international reputation.

Building our international profile and promoting Canberra as a place to invest, do business, visit and study is a crucial part of cementing our position as a city of global significance. The ACT Government, through the OIE and Canberra's *International Engagement Strategy* (IES) delivers Government efforts on markets that strongly align with the ACT's key areas of strength and provide opportunities to grow and diversify the ACT economy.

The 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 as the related signature behaviours.

POSITION OVERVIEW

This position will contribute to collaboratively developing and implementing high quality, evidence-based programs to deliver on the ACT Government's objective of promoting Canberra as a place to invest, do business, visit and study.

WHAT YOU WILL DO

You will:

1. Lead, support and assist the OIE in the delivery of specific programs as detailed in the IES, including the capacity to undertake multiple tasks of varying complexities, often simultaneously, and under widely varying deadlines, including very short deadlines.
2. Lead financial management tasks including tracking budgets, monitoring expenditure, maintaining financial records, supporting reconciliation and reporting processes using Oracle, TM1 and PowerBI.
3. Lead, or assist in delivering, general business of Government tasks such as event management; budget requests; FOI requests; media requests; Government reporting; preparing briefing materials; and other projects and activities as required.
4. Liaise and coordinate with ACT Government Directorates, external agencies, universities and other public institutes under the Foreign Arrangements Scheme, ensuring compliance and alignment with Australia's foreign policy in relation to arrangements between Australian state/territory entities and foreign governments.
5. Manage the Joint Standing Committee on Treaties processes, providing advice and coordination across ACT Government Directorates to ensure the Territory's interests are aligned with international treaties and agreements. This includes ongoing engagement with ACT Government Directorates and responding to Commonwealth requests for feedback on international treaties, free trade agreements and other international arrangements.
6. Provide secretariate support for governance forums, including scheduling, agenda preparation, minute-taking and action tracking.
7. Support the development and maintenance of WHS systems, templates, and registers to ensure consistency and continuous improvement.
8. Further develop the business area through leading and establishing improved ways of thinking, engaging and delivering. This includes keeping abreast of national and international geo-political matters, economic-development and trade policies.
9. Inspire trust internally and externally and be a part of a workplace where people are encouraged to improve business results and enhance organisational culture. This includes developing and implementing better ways to develop and deliver robust programs and policies for the ACT Government and its citizens.

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. Experience in providing contemporary, high quality office operation delivery and executive-officer services within relevant compliance frameworks.
2. Demonstrated administrative and secretariate skills, including ability to manage confidential and sensitive material with discretion; make balanced, well-informed decisions; prioritise work under pressure; and meet deadlines in a calm and efficient manner.
3. Excellent written and oral communication skills, with the ability to research, analyse, plan, prioritise, co-ordinate, and manage workflows associated with ministerial briefing requests.
4. Strong knowledge and experience in working on a range of financial systems including budget management, expenditure tracking and project management with ability to identify solutions and achieve outcomes with guidance.

A qualification in public administration, economics, business or a related subject (or a willingness to undertake) is highly desirable.

Behavioural Capabilities

5. A history of developing productive working relationships with internal and external stakeholders to achieve results, including a demonstrated ability to manage sensitive and confidential issues with integrity.
6. A strong record of improving business results through innovative approaches.
7. A strong record of contributing to a workplace where people are encouraged to improve business results through enhanced organisational culture.

Compliance Requirements / Qualifications

N/A

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Manager, Policy, Office of International Engagement (position number P42189) 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	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
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	Never
Exposure to potentially distressing case material	Never

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