



POSITION DESCRIPTION

Directorate:	Education Directorate
Division:	System Policy and Reform
Branch:	Strategic Policy
Position Title:	Senior Policy/Project Officer
Position Number:	Several
Classification:	Administrative Services Officer 6
Immediate Supervisor:	Assistant Director, Strategic Policy
Security Clearance Required:	No
Location:	220 London Circuit, City; Hedley Beare Centre for Teaching and Learning, Stirling; Remote
Last Reviewed:	July 2026

DIRECTORATE OVERVIEW

The Education Directorate is one of 8 ACT Government Directorates established with a collaborative purpose to achieve the ACT Government's priorities and to serve the community. The Education Directorate services include the provision of public-school education, regulation of education and care services, registration of non-government schools and home education.

What is important to us: We are an education system that empowers our young people to thrive in ways that foster a democratic, equitable, diverse, and prosperous society.

Our Vision: Every child and young person receives an excellent education, delivered and supported by highly skilled and valued professionals.

Our Mission: We lead and deliver excellent, inclusive and equitable education where all are safe, valued and able to flourish. The ACT public education system continues to expand with around 50,000 students attending 93 public schools.

The Directorate also has responsibility for the planning and coordination of early childhood education and care services for the ACT.

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The Directorate is structured around five groups: School Improvement; System Policy and Reform; Chief Operating Officer; Infrastructure and Digital Services; and Service Design and Delivery. The Directorate employs over 8,000 staff including over 4,700 school teachers and leaders.

The Directorate operates within a 'One ACT Government' framework to facilitate the implementation of whole-of-government priorities and initiatives. The Directorate is prioritising a shift to system-wide approaches to deliver better outcomes for students.

DIVISION OVERVIEW

System Policy and Reform (SPR) group comprises the Strategic Policy (SP), Planning, Evidence and Analytics (PEA), Early Childhood Education (ECE) and Education and Care Regulation and Support (ECRS) branches of the Directorate.

System Policy and Reform group has responsibility for strategic reforms, advising on national education reforms and associated bilateral agreements, leading the coordination of the ACT's participation in national assessment programs and providing quality data and analytics to inform school and system improvement in addition to strategic school capacity planning and enrolment policy and procedures.

The Group is also responsible for a range of regulatory and registration functions including:

- The regulation of early childhood education and care sector through the ACT Regulatory Authority, the Children's Education and Care Assurance Unit;
- The registration and regulation of Non-Government Schools;
- Home Education registration and support for children and families in home education; and
- The registration and compliance of all Territory schools for Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), as required of the ACT under Commonwealth law.

BUSINESS UNIT OVERVIEW

The Strategic Policy Branch leads strategic reforms that deliver better outcomes for children and young people in the ACT. This is achieved by driving the strategic vision for education in the ACT; engaging meaningfully with strategic partners to conceptualise and design solutions to local challenges; and leveraging research, evidence and expertise in innovative ways to meet the ACT context. This includes *Strategic Delivery* of priority initiatives, *Strategic Coordination* of cross directorate priorities, and *Strategic Partnering* with other parts of the Directorate on joint commitments.

The Branch includes teams with a focus on:

- Strategy, national policy and intergovernmental relations
- System coordination, program and change management for major reforms
- Child safety and
- Legislation.

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.

POSITION OVERVIEW

The Education Directorate has an ambitious public schools reform program encompassing not just teaching and learning practices but also the business operations of the organisation.

The Senior Policy/Project Officer will support the Strategic Policy branch to coordinate and deliver effective strategy, policy and project management activities across the Education Directorate. This needs to happen in a resource-constrained environment and under tight timeframes. The role is responsible for helping to support – under limited direction – the planning, coordination and implementation of policy and activities that support the successful delivery of major education reforms.

Working collaboratively with the Assistant Director, the Senior Policy/Project Officer will support project teams to manage large reform programs, progress discrete tasks and activities within policy or project work, and liaise with internal and external stakeholders through activities such as secretariat work and support for consultation.

The ideal candidate will be an experienced and adaptable officer with demonstrated experience working in policy and/or programs in a public sector environment. They will possess research, analytical and problem-solving skills, the ability to manage competing priorities, and a proven track record of working collaboratively and building relationships.

The candidate will have sound communication and stakeholder engagement skills and a commitment to ACTPS values.

There are several roles available, some of which have a dedicated focus on:

- Project and program management
- Strategic policy, or
- Disability and inclusive education.

Candidates with specific skills and experience in these areas should highlight this in their application.

The Education Directorate is undertaking an organisation design program and changes to Directorate structures may occur after this role commences. Candidates should be prepared to work across the entire organisation in the event of structural changes.

WHAT YOU WILL DO

To support the delivery of major reforms across the public education system, the Senior Policy/Project Officer will:

- Support the planning, coordination and implementation of policy and program activities across multiple initiatives
- Use excellent task management to ensure deadlines are met in an environment with competing priorities
- Build and maintain productive relationships with internal and external stakeholders through structured forums (such as secretariat work, coordinating reporting or supporting consultation)
- Model an adaptable and flexible approach to change
- Prepare high-quality briefs, reports, governance papers and other documentation to support decision-making and program oversight

- Work with colleagues across the branch to achieve outcomes and contribute to a positive culture
- Support other projects and teams across the branch and Directorate as required.

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. Demonstrated experience contributing to an important project, including taking initiative to solve problems.
2. Strong research and analysis capabilities. An understanding of the education sector or other human services sectors is also desirable.
3. Strong written communication skills including demonstrated government business experience and the ability to tailor written materials to an audience.

Behavioural Capabilities

4. Well-developed ability to work collaboratively, including the capacity to engage sensitively with diverse stakeholders.
5. Ability to work under limited direction in a high-pressure environment to support others, work flexibly and prioritise competing and changing demands.
6. Demonstrated application of ACT Public Service values and work health and safety practices.

Compliance Requirements / Qualifications

1. A bachelor's degree or higher tertiary qualification is highly desired.
2. A current Working with Vulnerable People Card or the ability to obtain one if required.

HOW TO APPLY

Please submit:

1. A one-page pitch addressing the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' in the Position Description
2. A current CV
3. Contact details of 2 referees, one of whom should be a current supervisor.