

POSITION DESCRIPTION

Directorate: Health and Community Services

Position Number: E845

Division: Health Policy and Programs

Classification: Executive Level 1.4

Branch: Ageing and End of Life

Location: Woden/Canberra City (Ngunnawal Country)

Position Title: Executive Branch Manager,
Ageing and End of Life

Last Reviewed: June 2026

THE AUSTRALIAN CAPITAL TERRITORY GOVERNMENT

When the Australian Capital Territory (ACT) became self-governing in 1989, its Legislative Assembly was given responsibility for both state (e.g., health and education) and municipal (e.g., waste management) functions, making it unique in Australia. As a result, the ACT is sometimes referred to as a city state. The ACT's Chief Minister fulfils the roles of both State Premier and Mayor.

ACT Government Structure

Under a 'one service' structure, services are delivered to the ACT community through eight Directorates:

- ACT Legislative Assembly
- Chief Minister, Treasury and Economic Development Directorate
- City and Environment
- Digital Canberra
- Education
- Health and Community Services
- Justice & Community Safety
- Major Projects Canberra

Across these Directorates, the ACT Public Service has over 20,000 staff, including full-time, part-time, temporary, and casual positions.

THE DIRECTORATE

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 is responsible for providing advice to the Minister for Health and the ACT Government to meet the health needs of the community. We do this by contributing to the creation of policy settings that ensure the right care can be accessed in the right place, in the right way, at the right time, and that people are better able to care for themselves.

This includes but is not limited to, the provision of strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, non-government, and private sector stakeholders.

BRANCH OVERVIEW

The Ageing and End of Life Branch is responsible for providing high-level strategic policy advice in relation to voluntary assisted dying, end of life care and the interface with the aged care system. The Branch is also responsible for facilitating coordinated and integrated approaches to voluntary assisted dying, palliative care and dementia care service delivery. This is done through project development and implementation, funding of non-government services, and liaison with government, non-government and private stakeholders. This Branch also has responsibility for the delivery of voluntary assisted dying Citizen Jury, as announced in the 2026-27 ACT Government Budget.

POSITION OVERVIEW

The Executive Branch Manager requires capacity to build strong relationships, meet Government and HCSD priorities, manage complex matters within tight deadlines, and have strong commitment to providing high quality advice, services and programs.

The Executive Branch Manager will work collaboratively across a range of areas in Health and Community Services, with other ACT Government directorates and external stakeholders. The role will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team.

The successful applicant will model our values of respect, integrity, collaboration and innovation.

WHAT YOU WILL DO

Under the broad direction of the Executive Group Manager, Health Policy and Programs, you will:

- Provide strategic leadership for relevant policy, programs and reform initiatives.
- Provide expert advice to government and executive decision-makers on emerging issues, legislative requirements, service delivery challenges and opportunities for system improvement.
- Lead partnerships across government, non-government and community sectors to improve ageing and end of life health outcomes
- Oversee the ongoing governance of voluntary assisted dying legislation, including the delivery of the recently announce Citizen Jury.
- Lead policy and program initiatives that strengthen access to high quality dementia care and palliative care across community, primary care, hospital and residential aged care settings.
- Build a high-performing and inclusive workforce capable of delivering government priorities and community outcomes.
- Drive and contribute to the achievement of Health and Community Services goals and aims of overall improvement of the health status of the community.
- Represent the Health and Community Services Directorate on internal and external working groups and in meetings with other government and non-government agencies.

In addition, Senior Executive Service (SES) Members must do their job in accordance with the closing the gap principle. Further information about the closing the gap principle is included in section 8(4) of the [Public Sector Management Act](#).

EXECUTIVE CAPABILITIES

Applications should address the selection criteria below which are based on the ACTPS Executive Capabilities:

Leads and values people

- Motivates and develops people
- Values diversity and respects individuals
- Builds a culture of improving practice

Shapes strategic thinking

- Inspires a sense of purpose and direction
- Encourages innovation and engages with risk
- Thinks broadly and develops solutions

Achieve results with integrity

- Develops organisational capability to deliver results
- Manages resources wisely and with probity
- Progresses evidence-based policies and procedures
- Shows sound judgement, is responsive and ethical

Fosters collaboration

- Listens and communicates with influence
- Engages efficiently across government
- Builds and maintains key relationships

Exemplifies citizen, community and service focus

- Understands, anticipates and evaluates client needs
- Creates partnerships and co-operation
- Works to improve outcomes

Executive Capabilities are a way of describing the behaviours that characterise successful ACTPS executives and the values and personal attributes that support these behaviours. They also provide an integrated and consistent means of assisting executives to identify developmental needs and achieve significant and measurable growth in areas such as leadership, strategic vision and effective management.

Information on Executive Capabilities for the ACTPS is available at

<https://www.cmtedd.act.gov.au/employment-framework/for-executives/actps-executive-employment-conditions>

HIGHLY DESIRABLE

- Demonstrated ability to lead complex reform programs and drive strategic change across the health system
- Demonstrated experience in translating government priorities into actionable policies, programs and service improvements
- Strong understanding of public sector governance, accountability and decision-making processes
- Ability to anticipate emerging issues, risks and opportunities in the health system
- Proven ability to build productive relationships with Minister, executive leaders, government agencies, service providers, peak bodies and consumers
- Understanding of culturally safe service delivery, self-determination principles and culturally responsive policy development
- Ability to build a high-performing, inclusive and psychologically safe workplace culture.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Executive Branch Manager, Ageing and End of Life (position number E845) and indicates how frequently each of these requirements would be performed. Please note that HCSD 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	Frequently
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)	Never

Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Frequently
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
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	Frequently

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	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Frequently

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	Occasionally
Exposure to potentially distressing case material	Occasionally

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