

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Division: Chief Operating Officer

Business Unit: Government, Ministerial and Assembly Business

Position Title: Senior Director, Ministerial and Government Services

Position Number: P58105

Classification: Senior Officer Grade A (SOGA)

Location: Canberra, Hybrid working

Last Reviewed: April 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 Division of the Chief Operating Officer is responsible for the provision of advice and support to HCSD, Senior Executive and Ministers. On a day-to-day basis, the Division is responsible for Government, Ministerial and Assembly Business, Human Resources, Communications and Engagement, Business Transformation and Systems, and the Social Services Regulation Branch and the Office of the Senior Practitioner.

BUSINESS UNIT OVERVIEW

The Government, Ministerial and Assembly Business Branch is responsible for a broad range of functions, including the delivery of ministerial and government services, coordination of Assembly and Cabinet business and Freedom of Information on behalf of HCSD.

The team operates in a fast-paced work environment across the division and Directorate, providing customer-focused, high-quality coordination, quality assurance and timely advice to support the HCSD Executive.

POSITION OVERVIEW

Reporting to the Executive Branch Manager, the Senior Director, Ministerial and Government Services will be responsible for fostering working relationships across the ACT Public Service on a wide range of Ministerial and Government matters. The Senior Director requires highly developed leadership skills, excellent communication, strategic thinking, and collaboration skills.

WHAT YOU WILL DO

As Senior Director you will provide strategic leadership and stewardship of the Directorate's ministerial, cabinet and assembly business. You will establish and maintain a high performing, operating environment that enables timely, high-quality advice to HCSD Executives and Ministers.

You will be accountable for the continuous improvement of directorate wide systems that underpin Government, Ministerial and Assembly business, ensuring they are consistent and aligned with Whole-of-Government requirements.

- Provide expert, high level strategic advice to the Executive Branch Manager, HCSD Executives and Ministers on complex, sensitive ministerial and government matters.
- Lead a multidisciplinary team, creating a positive and high-performance culture that builds capability, supports professional growth and enables staff to operate effectively in a high-profile and sensitive environment.
- Provide strategic oversight of risk, assurance and quality control for Ministerial, Cabinet and Assembly business, ensuring systemic risks are identified early and mitigated through clear processes, escalation pathways and executive engagement.
- Lead directorate wide capability uplift by developing and maintaining material, templates and training that strengthen the quality and consistency of HCSD Government and Ministerial services.
- Strategic oversight of the delivery of strategic projects, including but not limited to; Government Commitment reporting, the Legislation Program, Budget Estimates and Annual Report hearings, and Subordinate Legislation including management of responses to Scrutiny of Bills Committee for the Directorate.
- Represent the Directorate in key forums and work closely with Executives to support their participation in these forums, proactively resolving issues.

- Build and sustain strong relationships with Ministerial Offices and other ACT Government directorates to resolve issues.

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. Proven senior management experience, preferably leading a multi-disciplinary team in a dynamic, high-profile environment.
2. Demonstrated ability to engage across Government and forge relationships to develop informed advice and guidance on complex and sensitive matters.
3. Established ability to provide timely and high-level strategic and operational advice and direction regarding ministerial and government business processes and supporting the Directorate and Ministers.
4. Sound knowledge or ability to quickly acquire knowledge of the structure of the ACT Public Service and government business processes including Cabinet, Assembly, Budget Estimates, Annual Report Hearings, and supporting Ministers.

Behavioral Capabilities

5. Demonstrated and highly developed strategic and critical thinking skills, high level interpersonal and communication skills, and the ability to prepare high quality written materials, including complex submissions, papers, briefs and plans.
6. Highly developed organisational skills, including the demonstrated ability to effectively manage multiple tasks, determine priorities and meet deadlines.
7. Demonstrated achievement in modelling ethical behaviour and driving team commitment to deliver outcomes aligned to the ACTPS Values and Signature Behaviours and Government priorities, and to achieving consistently high service standards.

Qualifications

- A qualification in public administration or relevant experience is desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of *Senior Director, Ministerial and Government Services* (position number P58105) 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	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Occasionally
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)	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)	Never
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	Occasionally
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TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never