



ACT
Government

Health and Community Services

POSITION DESCRIPTION

Directorate: Health and Community Services

Position Number: E1021

Division: Health Policy and Programs

Classification: Executive Level 1.4

Business Unit: Mental Health

Location: Woden /Hybrid (Ngunnawal Country)

Position Title: Executive Branch Manager, Mental Health **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 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 nine Directorates:

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

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

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 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 Mental Health branch provides leadership of the Territory's mental health system by setting policy direction, funding services, and coordinating programs. It works in partnership with hospitals and clinical services, community organisations, research institutions, and the Commonwealth to ensure a cohesive, effective and evidence-based approach to supporting mental health and preventing suicide across the ACT.

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 a strong commitment to providing high quality mental health 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 the development, implementation and evaluation of mental health and suicide prevention policy, programs and system reform initiatives.
- Deliver high-quality advice to government and executive decision-makers on complex and sensitive issues.
- Lead partnerships across government, non-government and community sectors to improve mental health outcomes
- Oversee commissioning, funding, governance and performance of mental health and suicide

prevention programs and services.

- Drive innovation, continuous improvement and evidence-informed decision-making across the mental health system
- 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](#).

SELECTION CRITERIA

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

1. Leads and values people

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

2. Shapes strategic thinking

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

3. Achieves 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

4. Fosters collaboration

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

5. 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 ACT Public Service 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:

Please note prior to commencement successful candidates will be required to:

- Undergo a pre-employment Police check.

HIGHLY DESIRABLE

- Demonstrated ability to lead complex reform programs and drive strategic change across the mental 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 mental health system
- Proven ability to build productive relationships with Minister, executive leaders, government agencies, service providers, peak bodies and consumers
- Experience engaging with people with lived and living experience and embedding co-design principles in policy and program development.
- 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, Mental Health and Suicide Prevention and indicates how frequently each of these requirements would be performed. Please note that the ACT Public Service 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	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation*	Never

*Note: the position works in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never

Rostered shift work	Never
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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	Frequently

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	Never
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	Never
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
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	Occasionally