



ACT
Government

Chief Minister, Treasury and
Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and
Economic Development

Group: Finance and Budget

Business Unit: Various

Position Title: Assistant Director

Position Number: Various

Classification: Senior Officer Grade C

Location: Canberra City

Last Reviewed: September 2026

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, as well demonstrate the related signature behaviours.

We support flexible, hybrid working arrangements, fully supported by appropriate mobile technologies, to enable you to meet your needs and the needs of the business unit, whether working from home or at other available ACT Government locations across Canberra.

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 other 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 and leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

PORTFOLIO OVERVIEW

Treasury, within CMTEDD, is responsible for providing advice to the Government and ACT agencies on budget and financial management, economic and revenue policies, infrastructure finance, federal financial relations, accounting policy and insurance for Territory risks.

Treasury is also responsible for collecting and managing taxation revenue, managing the Government's financial assets and liabilities, procuring goods and services and capital works, managing several ACT Government venues and Shared Services, which provides financial, IT and HR support across government.

FINANCE AND BUDGET GROUP OVERVIEW

What we do

The Finance and Budget Group (FABG) is responsible for providing strategic policy and financial advice to the Government and agencies on the development and management of the Territory's budget. FABG supports the delivery of a range of government priorities and services through expenditure review, oversight of the Territory's Infrastructure Program and reporting framework, and the provision of advice on fiscal and budget matters.

Working at the centre of government, we collaborate closely with agencies and key stakeholders across the ACTPS. We have direct engagement with the ACT Treasurer, Treasury's Senior Executives and a range of external stakeholders, helping to inform government decision-making and policy implementation.

FABG comprises five branches:

- Budget and Infrastructure Coordination – provides strategic advice on the Government's financial position, coordinates the development of the Government's budget, coordinates the development and ongoing monitoring of the Territory's Capital Works Program and cross-government asset management policies, and provides advice on national partnership agreements and specific purpose payments with the Commonwealth Government.
- Government Services, Environment and Transport – provides financial and policy advice in relation to urban services, environment and planning, public transport, and economic development.
- Social Policy – provides financial and policy advice in relation to health, digital infrastructure, education, community services, justice and safety.
- Expenditure Review – is responsible for expenditure and operational review activities on specific services and functions as determined by the Government. It also undertakes broader cross-government reviews on discrete areas of activity or spending as requested.
- Financial Reporting and Framework – manages all financial framework responsibilities, and the budget financial statements and reporting creating a single point of reference on accounting issues.

Who we are

We are a diverse and high-performing team of policy, finance, economics and strategy professionals who work at the centre of government. Our people come from a wide variety of backgrounds across the community, public and private sectors, bringing different perspectives, experiences and expertise to our work.

We believe that diverse perspectives lead to better outcomes. We value integrity, collaboration, curiosity and excellence, and welcome people who bring innovative and creative ideas, communicate with candour and respect, and have the motivation to achieve positive outcomes for government and the community.

We foster an inclusive and supportive workplace where people are encouraged to contribute ideas, challenge thinking, continuously learn and develop their professional expertise.

What we offer

A unique opportunity to influence government decision making that shapes the future of Canberra and delivers tangible outcomes for the community. We offer an interesting, challenging and rewarding work environment, where you can see the impact of your contributions on government

policy, public services and infrastructure investment, and providing staff with insight into government priorities, decision-making and policy implementation.

You will work alongside passionate, innovative and experienced leaders who are committed to supporting your professional growth and development. We provide a flexible and supportive workplace, including hybrid working arrangements and modern activity-based workspaces, in an environment that encourages collaboration, innovation and creativity.

Successful applicants will obtain:

- Central agency experience, including building your understanding of how government strategic policy priorities are developed and implemented
- A sophisticated understanding of the machinery of government, the budget process and government decision-making and policy implementation
- Stakeholder management and negotiation skills
- Ample opportunities to apply strategic thinking and further develop technical, communication and analytical skills
- Access to diverse career advancement pathways

The policy skills and financial management capabilities you will develop and practice in FABG are highly valued and readily transferrable to a range of future career opportunities across both the public and private sectors.

POSITION OVERVIEW

FABG is looking for talented, capable and enthusiastic individuals to play key roles across the Group's five branches, providing policy and financial advice on the wide range of opportunities and challenges facing the ACT Government.

Strong contenders for this role will be:

- critical thinkers with the demonstrated ability to work both independently and collaboratively to deliver outcomes;
- effective communicators;
- skilled at using data, research and analysis to inform advice on complex policy and financial issues;
- able to exercise initiative and flexibility, and have excellent attention to detail; and
- capable of working on diverse and impactful issues in a fast paced and dynamic environment, where effective prioritisation, multitasking and sound judgement are essential.

During occasional periods of high demand, applicants need to be prepared to work extended hours and on weekends. Access to flex-time and/or overtime arrangements are available where applicable.

WHAT YOU WILL DO

Duties may include, but are not limited to:

- critically evaluating proposals for new government services, infrastructure projects and revenue opportunities;
- researching advice on the implementation of government policies, procedures and budget decisions in agencies;
- supervising and mentoring staff;

- preparing high-quality written materials such as briefing papers, whole of government financial and non-financial documents (including budget papers), guidance on administrative and budget processes, cabinet submissions, and correspondence;
- participating in discussions and negotiations with agencies on policy and financial issues and representing the Group at meetings;
- preparing financial instruments, reporting on agency financial performance and budget pressures, and contributing to the development of the Territory's budget and associated advice to Government and agencies;
- effectively building and maintaining productive and cooperative relationships with internal and external stakeholders;
- providing strategic financial analysis and advice, including the review of budget and financial information, investigation of complex financial issues, and assisting with whole-of-government financial reporting and consolidated financial statement matters; and
- understanding and working within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and modelling behaviour consistent with the ACTPS Respect Equity and Diversity Framework.

SELECTION CRITERIA

Applicants are to address all selection criteria in a statement or pitch that is no more than two (2) pages in length:

1. Demonstrated ability to independently undertake research and analysis, exercise judgment, and draw on evidence and reasoning to construct sound arguments and advice, in either a policy or financial context.
2. Demonstrated skills in planning, prioritising and organising work schedules to deliver high-quality outputs to meet tight deadlines under limited direction.
3. Leadership skills, including the ability to supervise, mentor and develop staff, as well as a demonstrated ability to work effectively in teams.
4. Demonstrated effective written and oral communication skills, including collaboration and negotiation skills.
5. Demonstrated ability to liaise effectively at all levels, influence decision making, and draft complex correspondence and briefings.

You will also need to provide separately a curriculum vitae or resume that is no more than two (2) pages in length, and the contact details of two referees.

QUALIFICATIONS/ELIGIBILITY/ OTHER REQUIREMENTS

Tertiary qualifications in relevant areas, or equivalent experience are highly desirable.

Note: A merit pool will be established from this selection process which may be used to fill vacancies over the next 12 months for both temporary and permanent positions.

This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

The successful applicant must understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and modelling behaviour consistent with the ACTPS Respect Equity and Diversity Framework and supervise and mentor staff.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Analyst and indicates how frequently each of these requirements would be performed. Please note that CMTEDD is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
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)	Occasionally
Peaks and troughs	Frequently
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	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	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
Frequent travel – interstate	Never

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	Occasionally

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