



POSITION DESCRIPTION

Directorate:	Education
Group:	Office of the Director-General
Business unit:	Organisation design program
Position Title:	Assistant Director, program delivery and management
Position Number:	P71436
Classification:	Senior Officer Grade C
Immediate Supervisor:	Program Manager or appropriate SOGB
Security Clearance Required:	Not applicable
Location:	220 London Circuit, Hedley Beare Centre for Teaching and Learning, other ACT government locations as required

DIRECTORATE OVERVIEW

The Education Directorate is responsible for the delivery of high-quality education services to the ACT community. Through quality education, young people are empowered to thrive.

The directorate plans, coordinates and regulates early childhood education and care services, and delivers public primary, secondary, college and flexible education. It stewards a coordinated public education system to deliver greater equity, consistency and long-term sustainability for students, families and schools.

The ACT public education system continues to expand with around 50,000 students attending 93 public schools. The directorate's central office is responsible for overseeing aligned service delivery across the system, including through consistent approaches to learning and teaching, technology solutions and managing school infrastructure and maintenance.

A link to the Directorate's organisational chart is <https://www.education.act.gov.au/about-us/who-we-are>.

UNIT OVERVIEW

The Education Directorate is delivering a connected reform agenda to strengthen public education through a one system approach.

The organisation design program is a critical part of this reform work. It is delivering a once-in-a-generation reimagining of how the directorate operates, how central office works, and how services, functions and ways of working support schools, students, staff, government and the ACT community.

The program takes an evidence-based approach and responds to increasing complexity, rising expectations and the need for a more collaborative, connected, sustainable and effective education organisation. It includes the review, design and implementation of the operating model, structure, functions, services and ways of working in central office.

The organisation design program will continue to work closely with other reform, strategy, implementation, finance, change, engagement and governance functions across the directorate. As the

broader reform agenda matures, work programs, reporting arrangements and the location of some functions may evolve.

The program team supports every stage of the process, including engagement, research, design, consultation, transition and implementation. The team works closely with senior executives, reform teams, enabling areas, schools, staff and governance forums to ensure work is practical, evidence-informed and deliverable.

This is not only a structural change. It is an opportunity to reshape the identity of the Education Directorate central office, and how it works alongside schools, government and the community.

POSITION OVERVIEW

The Assistant Director, program delivery and management is responsible for delivering defined parts of the organisation design work program and maintaining the program management discipline that supports effective delivery.

The role manages program work from planning through to delivery, including scoping tasks, coordinating inputs, maintaining schedules, tracking actions, managing risks and issues, and producing practical delivery products. It helps turn program intent into completed work that supports design, consultation, transition and implementation.

The position also maintains core program management artefacts and rhythms. This includes program plans, status reporting, risks and issues logs, action registers, decision records, dependency tracking, governance schedules and other tools that help the program operate with clarity, pace and control.

The role works closely with the program lead, senior program manager, workstream leads and stakeholders to ensure work is organised, sequenced and aligned to approved scope, milestones and outcomes. It supports the program to maintain a clear and current position on what has been decided, what is underway, what is at risk and what needs attention.

The role sits within a reform environment that will continue to evolve. The position may support related organisation design, reform, implementation or transition priorities as work programs, reporting arrangements and governance structures develop.

The role requires strong judgement, delivery discipline, flexibility and collaboration. It will suit someone who is comfortable owning work, maintaining order in complexity and keeping practical delivery moving in a changing reform environment.

DIVERSITY STATEMENT

The ACT Public Service is committed to building a culturally diverse and inclusive workplace. Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTQI are encouraged to apply.

WHAT YOU WILL DO

Under the general direction of senior program manager, delivery and coordination, the position will:

1. Deliver defined program work within the organisation design program, ensuring work is scoped, planned, coordinated and completed in line with approved milestones and outcomes.
2. Manage milestones, schedules, risks, issues, dependencies and stakeholder inputs to deliver program work.
3. Produce practical delivery products, including project plans, status updates, briefings, implementation support material, decision records, registers and other program documentation.
4. Maintain core program management artefacts, including program plans, status reports, risks and issues logs, action registers, decision records, dependency registers and governance materials.
5. Coordinate the program rhythm, including planning cycles, reporting, governance preparation, action follow-up, issue escalation, decision tracking and dependency management.
6. Coordinate activities across program workstreams, internal teams, enabling areas, suppliers and stakeholders to support timely and aligned delivery.
7. Work flexibly across organisation design and related reform priorities, adapting to changes in work program, structure, governance and implementation needs.
8. Model the responsibilities of a public servant by acting with integrity, impartiality and accountability, promoting psychological safety, inclusion and cultural safety, and supporting a constructive program environment.
9. Undertake other duties appropriate to the classification as directed.

WHAT YOU REQUIRE

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

Professional / Technical Skills and Knowledge

1. Demonstrated experience delivering projects, work packages or implementation activities in a complex public sector, service delivery, reform or organisational change environment.
2. Strong program management capability, including planning, scheduling, monitoring, reporting, risk and issue management, action tracking, decision tracking, dependency management and governance coordination.
3. Strong ability to prepare and maintain clear and practical project and program documentation, including project plans, status updates, briefings, reports, registers, decision records and implementation support material.
4. Demonstrated ability to coordinate activities across internal teams, workstreams, enabling areas, suppliers and stakeholders.
5. Demonstrated ability to support purposeful engagement as part of project delivery, including coordinating stakeholder input, capturing issues and using insights to inform planning and implementation.

6. Sound understanding of public sector governance, records management, confidentiality and the appropriate handling of sensitive information.
7. Experience using office, project and collaboration tools such as SharePoint, Excel, Teams, OneNote, Planner or similar platforms.

Behavioural Capabilities

1. Be organised, reliable and delivery-focused, with a strong commitment to ownership, accuracy, follow-through and practical outcomes.
2. Bring structure to complex work by keeping plans, records, risks, issues, decisions and actions clear and current.
3. Build trusted relationships and work collaboratively with colleagues, leaders, stakeholders and subject matter experts.
4. Communicate clearly, confidently and respectfully, including when clarifying ambiguity, following up actions or escalating issues.
5. Demonstrate sound judgement, discretion and professionalism when working with sensitive program information.
6. Work with pace, structure and attention to detail while maintaining quality and alignment with program priorities.
7. Show initiative in identifying gaps, resolving delivery issues and progressing work across teams and workstreams.
8. Be flexible, resilient and comfortable working in an evolving reform environment where priorities, structures, governance and work programs may change.
9. Model the responsibilities of a public servant by acting with integrity, impartiality and accountability.
10. Demonstrate a strong commitment to psychological safety, inclusion, cultural safety and staff wellbeing.

Compliance Requirements / Qualifications

- This position does not require a pre-employment medical or a Working with Vulnerable People card.
- Experience using records management systems and office management tools such as TRIM, SharePoint, Excel, OneNote, Teams and Planner is desirable.
- Experience or qualifications in project management, program coordination, public administration or a related field are desirable, but not mandatory.