



POSITION DESCRIPTION

Directorate: Education

Position Number: P72264

Division: Chief Operating Officer Group

Classification: Senior Officer Grade C

Business Unit: Strategic Finance &
Procurement/Schools Resourcing & Finance

Location: Level 4, 220 London Circuit/Work
from Home

Position Title: Assistant Director, SSEMS

Last Reviewed: July 2026

DIRECTORATE OVERVIEW

The Education Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is responsible for the operation of the network of government schools across the ACT and for regulating non-government school and early childhood education providers.

Our vision is that 'every child and young person receives an excellent education, delivered and supported by highly skilled and valued professionals' and our mission is to 'lead and deliver excellent, inclusive and equitable education where all are safe, valued and able to flourish.'

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.

Further information about working in the ACT Public Service and the Education Directorate can be found at <https://www.jobs.act.gov.au/work-with-us> and <https://www.education.act.gov.au/>.

DIVISION OVERVIEW

The major responsibilities of the Chief Operating Officer Group are:

- Provision of strategic advice to the Minister and the Education Directorate.
- Promotion of a strong and collaborative culture through effective communication and links with internal and external partners and the broader community.
- Provision of enabling services such as Human Resource Management, Governance, Strategic Finance and Procurement, and Communications, Engagement and Government support functions.

SECTION OVERVIEW

Schools Resourcing and Finance Section: provides strategic budgeting and financial management support to schools to ensure schools operate within the authorising financial management environment and apply resources in an effective, efficient and economical manner. The section continuously improves financial management business processes and systems to build financial confidence in schools.

This section also develops and releases school budgets through Student Resource Allocation (SRA) Statements and provide advice and direction in relation to SRA program and schools funding projects.

POSITION OVERVIEW

The Assistant Director, SSEMS is a member of the Schools Resourcing and Finance team, within Strategic Finance and Procurement and reports directly to the Director.

The role requires a self-motivated, experienced and highly capable Assistant Director, to assist with the ongoing support, improvement and maintenance of the Schools Staff Expenditure Monitoring System (SSEMS) and provision of business support to schools.

The role also requires experience in accrual-based public sector accounting and strategic budgeting, have strong technical and modelling skills to maintain, update and develop financial models, high level communication skills both written and oral, and the ability to develop and implement innovative solutions to complex problems.

WHAT YOU WILL DO

- Assist the Director of the School Resourcing and Finance sub-section; including supervision, workflows and development of staff.
- Provide high quality financial advice and support to all ACT government schools, particularly in relation to budgeting, resource management, financial reporting and statistics and financial management.
- Assist with the School Staff Expenditure Monitoring System (SSEMS) ongoing business improvement in consultation with key stakeholders and maintain and enhance SSEMS in consultation with the system developer.
- Assist with ongoing SSEMS training for business managers, staffing officers and principals in consultation with Schools Resourcing and Finance teams.
- Assists school finance officers, business managers with queries regarding SSEMS reports, including monthly reports, payroll reports and planning tools.
- Maintain or update existing financial models and systems to ensure that they are adequately supported and appropriately interfacing with other systems where required.
- Undertake highly complex modelling work associated with funding programs, including stakeholder consultation, analysis of impacts and development of implementation plans.
- Contribute to other strategic business tasks for the section and Branch as required.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.:

Professional and Technical Skills, and Knowledge:

1. Sound knowledge and understanding of, and experience in accrual-based public sector accounting, strategic budgeting and resource management and its application to systems and funding model development.
2. Management and administrative skills of a high standard, including well developed consultancy and oral and written communication skills.
3. Strong data analyst and complex modelling skills and ability to develop and implement innovative solutions to complex system problems.

Behavioural Capabilities:

4. High level of initiative, personal motivation and ability to achieve objectives with limited direction.
5. Ability to work under pressure, meet deadlines and consistently provide excellent customer service.
6. Understanding and strong commitment to ACTPS values covering ethical standards, equity and diversity, customer service, participative management and workplace, health and safety.

Compliance Requirements / Qualifications – Highly Desirable

7. Tertiary Accounting qualifications and/or significant experience in a public sector finance related role is highly desirable.
8. Extensive experience in TM1 and advanced Excel is highly desirable.
9. Experience with whole of government human resource functions is also highly desirable.