



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Division: Economic & Financial Group

Business Unit: Insurance

Position Title: Senior Director

Position Number: 03000

Classification: Senior Officer A

Location: 220 London Circuit

Security Clearance Required: No

Last Reviewed: July 2026

The ACT Public Service is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well as demonstrate the related signature behaviours.

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service (ACTPS), providing strategic advice and support to the Chief Minister, the Treasurer, other Ministers and the Cabinet on policy, financial and economic matters, service delivery, whole of government issues and intergovernmental relations. As a central agency, CMTEDD facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACTPS, to ensure that it is well positioned to perform its role.

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 (Territory risks and personal injuries).

GROUP OVERVIEW

Economic and Financial Group (EFG), Treasury stream of CMTEDD, across three branches provides analysis and advice to the government and agencies on a range of economic, regulatory reform and taxation matters, prepares economic and revenue forecasts, oversees appropriate intergovernmental financial arrangements, and manages two personal injury insurance schemes.

BUSINESS UNIT OVERVIEW

The Insurance Branch provides support to the Executive Branch Manager (EBM) who is also the Motor Accident Injuries (MAI) Commissioner and the Lifetime Care and Support (LTCS) Commissioner of the ACT. The EBM position and the Commissioner functions are responsible for the policy, regulation and administration of the MAI and LTCS Schemes. The Branch also provides policy advice to Government on the two schemes as required.

POSITION OVERVIEW

This is a new position following a change in the structure of the Insurance Branch. As Senior Director you will oversee three streams – Regulatory Supervision, Injury Management and Lifetime Care, Policy and Premiums. The position will play a key role in regulating, administering and setting policy to improve outcomes for injured people and the broader ACT community.

The position has a key strategic role in the Insurance Branch through leading and providing support to the Directors of each of the three streams, while being a key advisor to the EBM/Commissioner. You are innovative and able to drive the further development of the business and operational capabilities of the Branch.

Responsibilities across the streams include policy advice, regulation and supervision of insurers, analysing information, drafting legislative instruments, responding to MAI and LTCS scheme queries, contributing to effective stakeholder engagement, development of communication materials, and other reporting requirements. Experience with personal injury compensation schemes and in one of the streams is essential to the role.

WHAT YOU WILL DO

Under limited direction, as Senior Director, you will:

1. Provide strategic advice on scheme and insurance matters, including business strategy, and support Directors of each of the streams.
2. Prepare high quality briefings, reports and detailed correspondence about the MAI and LTCS Schemes.
3. Provide high quality policy advice about the MAI and LTCS Schemes and ensure the development of Guidelines, policies and procedures.
4. Undertake and support the regulatory requirements of the MAI Scheme and administration of the LTCS Scheme, including analysing qualitative and quantitative information.
5. Represent the Branch and engage with stakeholders to develop and foster productive working relationships.
6. Undertake other duties and projects appropriate to the classification within the Branch/Business Unit.

This position involves the direct supervision of officers.

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. Demonstrated high level ability in one of the streams (regulatory supervision, public policy or injury management) and providing policy advice and briefings.

2. Proven high level government experience in the coordination, management and provision of advice, correspondence, reports and briefings.
3. Demonstrated ability in interpreting and analysing quantitative and qualitative information.

Tertiary qualifications in economics, law or injury management are highly desirable.

Behavioural Capabilities

4. Objectively thinks through problems from various angles, assesses risk, identifies solutions, works well with a team and liaises with a variety of stakeholders.
5. Capacity to manage projects and respond to tight timelines with accuracy/attention to detail and to take on new tasks.
6. Effective delegation, supervision, mentoring and capacity/capability building within a team.
7. Successfully coordinate concurrent activities against competing priorities.

Compliance Requirements

1. Must hold a current Australian visa with work rights, be an Australian citizen or have Permanent Resident status.
2. This position does not require a pre-employment medical check.
3. This position does not require a Working with Vulnerable People Card.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would be performed. Please note that the ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace. The City Office Building is an activity based workplace (ABW).

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

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Never
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	Occasionally

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)	Never
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	Never
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	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	Occasionally
Exposure to potentially distressing case material	Occasionally

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