



ACT
Government

Chief Minister, Treasury and
Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and
Economic Development

Division: Economic Development

Business Unit: Minister and Executive
Coordination Team (MECT)

Position Title: Assistant Director, Minister
and Executive Coordination Team (MECT)

Position Number: P68553

Classification: Senior Officer Grade C

Location: Canberra City

Last Reviewed: August 2023

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

DIVISION OVERVIEW

The role of Economic Development is to facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city.

The Division is made up of the following business areas:

- Business, Communications and Engagement
- ArtsACT
- Skills Canberra
- Policy, Strategy and Projects
- Tourism and Investment
- Sport and Recreation
- Events ACT
- Venues Canberra
- National Arboretum Canberra and Stromlo Forrest Park
- Finance and Business Services

- Minister and Executive Coordination Team

Economic Development Division also has responsibility for coordinating and delivering a range of key strategic initiatives and major projects.

BUSINESS UNIT OVERVIEW

The Minister and Executive Coordination Team (MECT) is the primary liaison point for all coordination activities across Economic Development. It is responsible for the management and coordination of information and advice for the Directorate, Executive and all Ministers served by Economic Development. MECT is responsible for managing cabinet and assembly business including cabinet submissions and question time briefs across the Directorate. Other key activities include divisional, directorate and whole of government reporting, budget coordination and general executive support.

The 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 as the related signature behaviours.

POSITION OVERVIEW

This position is key to the provision of critical review and quality assurance of all Economic Development ministerial briefings, correspondence and executive correspondence. The position will also assist the Director of MECT in the efficient management and co-ordination of all Government and directorate business from all the business units of Economic Development to the Deputy Director-General and Executive Group Manager/s and all of the Ministers served by Economic Development.

WHAT YOU WILL DO

As the Assistant Director, MECT, you will, under limited direction:

1. Provide high level quality assurance of briefings, cabinet submissions, Question Time Briefs (QTBs), Questions (Taken) on Notice (QoNs/QToNs), speeches, correspondence and written reports as required.
2. In concert with the Director, MECT, proactively manage and respond to Cabinet and Assembly items for Economic Development and provide guidance to Economic Development staff on requirements.
3. Manage reporting requests and provide guidance to MECT members to ensure requests are clear and responses are appropriate, relevant and timely.
4. Contribute to the development and implementation of policies and management of MECT processes and wider Economic Development executive support processes.
5. Provide advice and support to all Executive support staff across Economic Development to follow standard practices and meet all priorities.
6. Comply with the ACTPS Values, Code of Conduct, CMTEDDs Core Values and Signature Behavior's, the ACTPS Respect Equity and Diversity (RED) framework and the requirements of CMTEDDs Work Health and Safety Management System – PeopleSafety.

7. This position involves the direct supervision of staff.

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 experience in providing high level support to Executives, including the ability to prioritise, elevate issues and make balanced and informed decisions.
2. Proven interpersonal and good communication skills, both in written and oral form and high-level liaison and negotiation skills.
3. Demonstrated ability to manage multiple requests and effectively plan for regular government reporting, cabinet and assembly events.

Behavioural Capabilities

4. A strong customer service focus and history of developing productive working relationships with internal and external stakeholders to achieve results, including a demonstrated ability to manage sensitive and confidential issues with integrity.
5. Understanding of leadership and commitment to the implementation of the ACTPS Values, Code of Conduct, Respect Equity and Diversity (RED), participative work practices and Work Health and Safety (WHS).

Compliance Requirements / Qualifications

Knowledge of HPE Content Manager (TRIM) is desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Minister and Executive Coordination Team (position number P68553) 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	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
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)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
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	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Never
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	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	Occasionally
Exposure to potentially distressing case material	Never

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