



ACT
Government

Chief Minister, Treasury and
Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and
Economic Development

Position Number: P68008

Division: Economic Development

Classification: SOGC

Business Unit: National Arboretum Canberra
and Stromlo Forest Park

Location: National Arboretum Canberra
and Stromlo Forest Park

Position Title: Assistant Director, Events and
Engagement

Last Reviewed: August 2026

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 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.

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

BUSINESS UNIT OVERVIEW

National Arboretum Canberra & Stromlo Forest Park

The National Arboretum Canberra was opened in 2013 and comprises a collection of approximately 44,000 trees in 94 forests featuring different types of rare, threatened, and symbolic trees from around Australia and the world. It also houses the National Bonsai and Penjing Collection of Australia and includes the award-winning Visitor Centre, Margaret Whitlam Pavilion, POD Playground, display gardens, unique sculptures, and a range of other facilities to enhance the visitor experience.

Officially opened in 2007, Stromlo Forest Park is a world-class, multi-use recreational sporting facility available to both recreational and professional users. Stromlo Forest Park boasts a purpose built event pavilion, a 1.2km road criterium cycling circuit, a 2.5km grass cross country running track, a network of equestrian trails and over 40km of mountain bike trails suitable for riders of all abilities.

POSITION OVERVIEW

Reporting to the Senior Director, Events and Community Engagement, the *Assistant Director, Events and Engagement* leads the delivery and continuous improvement of events, visitor engagement, communications and related operational systems across the National Arboretum Canberra and Stromlo Forest Park. The role leads a small team and oversees event approvals, visitor communications, strategic projects and business improvement initiatives, ensuring activities are delivered in accordance with governance, risk and legislative requirements while supporting positive visitor, community and commercial outcomes.

WHAT YOU WILL DO

- Lead the planning, delivery and continuous improvement of events, visitor engagement and communications activities across both venues
- Supervise and support staff, fostering a collaborative, customer-focused and high-performing team culture.
- Oversee event, venue, photography and media applications, ensuring compliance with legislation, policies, venue requirements and risk management frameworks.
- Exercise delegated authority to approve matters within scope and provide recommendations and escalation for complex, high-risk or sensitive matters.
- Identify operational, safety and reputational risks and implement appropriate mitigation strategies.

- Oversee visitor engagement, communications and content across digital, social media, web and physical channels to support visitor experience and organisational objectives.
- Monitor and manage project, event and operational budgets within delegated authority, ensuring value for money, financial accountability and effective use of resources.
- Lead strategic projects and business improvements, including procurement, implementation and optimisation of digital systems, policies, procedures and change management activities.
- Build productive relationships with internal and external stakeholders and provide high-quality advice, reports and recommendations to support decision-making.
- Contribute to strategic planning, business improvement and achievement of business unit objectives.

WHAT YOU REQUIRE

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

Professional / Technical Skills and Knowledge

1. Demonstrated experience in events, venue operations, communications, engagement or related fields, including risk assessment, stakeholder management, service delivery and approvals processes.
2. Demonstrated understanding of governance frameworks, delegated authority and legislative requirements, with the ability to provide sound advice, make decisions within scope and appropriately escalate complex, high-risk or sensitive matters.
3. Experience leading projects, business improvement initiatives and technology implementations, including procurement, financial management, process improvement and change management.

Behaviours

4. Demonstrated ability to think strategically, analyse issues and opportunities, and provide advice that supports organisational objectives, visitor outcomes and continuous improvement.
5. Highly developed communication, consultation and stakeholder management skills, with the ability to build effective relationships, negotiate outcomes and influence stakeholders.
6. Demonstrated ability to plan, prioritise and deliver operational and project outcomes, manage competing demands and resources, and achieve results in a complex environment.

7. Demonstrated leadership capability, accountability and professionalism, including the ability to develop staff capability, foster a positive team culture, model ACTPS values and exercise sound judgement.

Compliance Requirements / Qualifications

Essential:

- Current ACT Working with Vulnerable People registration.
- Possession of, or the ability to acquire, a first aid certificate.

Desirable:

- Driver's License
- Ability to work flexible hours including outside core business hours, extended hours, weekends and public holidays during event delivery periods is required.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Events and Engagement (position number P68008) 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	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
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 role	Never
Access to Accrued Days Off (ADO's)	Never
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)	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)	Frequently
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
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	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Occasionally
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	Occasionally
Personal Protective Equipment (PPE)	Occasionally