



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Position Number: P45604

Division: Economic Development

Classification: ASO6

Business Unit: artsACT

Location: Hybrid working arrangements (220LC and work from home)

Position Title: Arts Programs Officer

Last Reviewed: September 2026

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](#).

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 the Economic Development Division 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 has five main business functions:

- Trade, investment and business development
- Higher education (including vocational education)
- Tourism and major events
- Arts and culture

- Sport and recreation

Economic Development Division also has responsibility for coordinating and delivering a range of key strategic initiatives and major projects, as well as servicing the Commissioner for International Engagement.

BUSINESS UNIT OVERVIEW

artsACT is responsible for the development and implementation of ACT arts policies and the provision of policy, funding and infrastructure advice to government. It manages the ACT Arts Fund and a range of other arts development and funding initiatives, as well as managing the ACT Public Art Collection and overseeing the development of a number of ACT arts facilities.

artsACT works closely with areas across the ACT Government to deliver the *Arts, Culture and Creative Policy 2022-2026*, in particular the Cultural Facilities Corporation, Events ACT, Tourism and Investment, and the City Renewal Authority. artsACT maintains stakeholder relationships with arts organisations, artists and arts workers in the Canberra region and links with other arts and cultural organisations including state and territory arts and culture agencies, Creative Australia and the Australian Government Department of Infrastructure, Transport, Regional Development, Communications, Sport, and the Arts.

We do this to recognise the integral part that arts and culture play in our community and to encourage creativity, celebration, thinking and exchange. We believe that Canberra is an influential part of the arts and cultural sector nationally and globally and we want to share that story.

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POSITION OVERVIEW

This position is responsible for administering the ACT Arts Fund and a range of other arts development and funding initiatives, contributing to the development of evidence-based arts policy in the ACT.

The Programs Officer, Arts Programs supports the coordination and delivery of key programs, projects and funding initiatives across artsACT. The role contributes to the effective administration of grants programs and provides high-level support to the Assistant Director, Director and, where required, the broader artsACT team.

The Arts Programs team experiences fluctuating workloads and requires a flexible and adaptable team member who can effectively manage multiple priorities and competing deadlines. The role involves regular engagement with artists, arts organisations and other stakeholders, requiring strong interpersonal, communication and relationship management skills.

A key aspect of the position is the administration of funding programs, including assessing reports, analysing information, processing payments and monitoring grant agreements. The successful candidate will demonstrate sound analytical skills, attention to detail and the ability to exercise good judgement when managing a range of administrative and program responsibilities.

WHAT YOU WILL DO

As an Arts Program Officer, you will:

- Administer a range of arts programs and projects;
- Prepare program and policy advice, briefings and correspondence on arts and cultural matters to senior executives and relevant Ministers;
- Establish professional relationships with the arts sector, liaise and negotiate on specific projects;
- Assist with policy development activities of artsACT, in particular delivery of the *Arts, Culture and Creative Policy 2022-2026*; and
- Undertake other duties appropriate to this level of classification that contribute to the Directorate.

This position does not involve direct supervision of staff.

WHAT YOU REQUIRE

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

Professional / Technical Skills and Knowledge

1. Strong program and project administration and organisational skills, including demonstrated ability to deliver, coordinate and review programs and projects.
2. Demonstrated ability to undertake analysis and policy development.
3. High-level written and oral communications skills, including interpersonal, liaison, team, negotiation and representation skills; ability to communicate complex policy advice and funding outcomes.

Knowledge and understanding of arts issues, including support for artists and arts organisations, within the ACT and nationally, is highly desirable.

Behavioural Capabilities

4. Understanding of ACTPS values and signature behaviours, ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.
5. Ability to work independently, effectively manage multiple tasks and projects, and an ability to determine priorities and to meet deadlines in pressure situations.
6. Ability to contribute to a positive and productive working environment with a strong commitment to continuous improvement.

Compliance Requirements / Qualifications

N/A

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Arts Program Officer (P45604) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

Our workforce has transitioned to flexible hybrid working arrangements. This may include working from home or other work sites where agreed. Staff are provided information on how to work from home safely and effectively.

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	Occasionally
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally

Access to Accrued Days Off (ADOs)	Occasionally
Peaks and troughs	Frequently
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)	Never
Working in a call centre environment	Never
Working directly with the public	Frequently

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	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	Occasionally

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