



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

Position Title: Directorate Liaison Officer
(DLO) – Economic Development

Position Number: P41878

Classification: Senior Officer Grade B

Location: ACT Legislative Assembly, Canberra

Last Reviewed: July 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 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.

Economic Development is made up of the following business areas:

- Policy, Strategy and Projects
- Skills Canberra
- Business, Communications and Engagement
- Arts and culture
- Tourism and Investment and major events
- Sports and recreation
- Major venues
- Strategic Infrastructure Coordination

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

BUSINESS UNIT OVERVIEW

Under the direction of the Deputy Director General and Executive Group Manager, the Minister and Executive Coordination Team (MECT) is responsible for the management and coordination of information and advice for the Directorate Executive and all Ministers served by Economic Development. MECT ensures all advice is provided to a high standard and in a timely manner. MECT is responsible for managing cabinet and assembly business including cabinet submissions and question time briefs across the division. Other key activities include divisional, directorate and whole of government reporting, secretariat functions, 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: WHAT YOU WILL DO

The DLO position is a critically important role as the conduit for the directorate to our Ministers Offices. DLOs are the directorate's representative and first point of contact within a ministerial office. In this role, they perform a range of functions intended to provide a comprehensive and responsive service to the Minister, the Minister's Office, the Directorate-General, and the directorate.

Taking on a DLO role allows you to gain a unique perspective on how the ACT Legislative Assembly works, to improve your visibility across the directorate and to understand how the activities of the directorate fit into the big picture. The DLO role has significant contact with directorate officers, and the successful applicant will work with a high degree of sensitivity and confidentiality as well as a highly responsive approach in responding to tight deadlines.

As the Directorate Liaison Officer (DLO) – Economic Development, you will:

1. Deliver high quality services to internal and external clients under Directorate, Assembly and legislative frameworks.
2. Facilitate and monitor the flow of information between the Ministers' Offices and CMTEDD, particularly Economic Development; including ministerial correspondence and question time briefs.
3. Employ productive working relationships to achieve individual, team and organisational objectives. This includes collaborative analysis, research and liaison with ministers' offices, directorate officials, community and business representatives.
4. Deliver business results with integrity. This includes acting within the Directorate's best interests when engaging with ministerial officials; and displaying a high degree of professionalism, judgment, logic and discretion at all times.

5. Further develop the business area through leading and establishing improved ways of thinking, engaging and delivering.
6. Inspire trust internally and externally and lead a workplace where people are encouraged to improve business results and enhance organisational culture. This includes developing and implementing better ways to coordinate excellent results in ministerial liaison.
7. This position does not involve 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. A history of applying sound knowledge of government policies and processes relating to the ACT Legislative Assembly and Cabinet.
2. High level administrative and organisational skills, and a demonstrated ability to research, analyse, plan, prioritise, co-ordinate, and manage workflows associated with a busy business environment.
3. High level written and oral communication skills including ability to interpret briefs and correspondence for diverse audiences.

Behavioural Capabilities

4. A 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. A strong record of leading in a workplace where people are encouraged to improve business results through enhanced organisational culture.

A qualification in public administration, economics, business or a related subject (or a willingness to undertake) is highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Directorate Liaison Officer (P41878) 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	Never
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
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)	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	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Never
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