



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Position Number: P33132

Group: Treasury

Classification: SOGC

Division: The Office of the Deputy Under Treasurer

Location: Canberra City

Position Title: Executive 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 as demonstrate the related signature behaviours.

We encourage flexible, hybrid working arrangement, fully supported by appropriate mobile technologies, to enable you to meet your needs and the needs of the business unit, whether working from home or at Government locations.

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT public sector and 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.

As a central agency, the Directorate facilitates the implementation of government priorities, drives initiatives and leads the strategic direction for the ACTPS to ensure it is well positioned to perform its role.

DIVISION OVERVIEW

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 for Territory risks.

Treasury is also responsible for collecting and managing taxation revenue, managing the Government's financial assets and liabilities, procuring goods and services and Shared Services Finance.

BUSINESS UNIT OVERVIEW

The Office of the Deputy Under Treasurer supports the Deputy Under Treasurer in the overall strategic direction, operation and governance of the Treasury stream of CMTEDD. The Office consists of the Deputy

Under Treasurer, Executive Officer, Executive Assistant and other Treasury support staff. The Deputy Under Treasurer is specifically responsible for the following groups:

- **Finance and Budget Group** is responsible for advising government and agencies on the development of the Territory's budget; providing policy and budget advice on a range of government priorities and services; and advising on financial issues relating to agencies and the Territory including whole of government financial reporting.
- **Economic and Financial Group** provides advice on the ACT economy, tax policy, housing policy, competition policy, federal financial relations, oversight of government business enterprises, and the motor accident injuries and long-term care schemes.

POSITION OVERVIEW & WHAT YOU WILL DO

Reporting directly to the Deputy Under Treasurer, the Executive Officer is responsible for the management of the Office of the Deputy Under Treasurer, including workload management, prioritisation, coordination and administration.

Under limited direction, the Executive Officer will:

1. Provide strategic advice, policy analysis and high-level organisational support to the Deputy Under Treasurer including:
 - Prioritise and monitor tasks and activities, researching information as required, and responding in a timely manner.
 - Coordinate and collate contributions to a range of whole of directorate processes including Annual Report contributions and Budget Estimates for Treasury.
 - Management of events including the annual ACT Budget Day and Community Briefings.
 - Work closely with Treasury staff to provide advice on government business processes, and to action and progress Cabinet, Assembly and Ministerial matters, Questions on Notice, Estimates, FOI's, various high-level meetings and forums and other strategic communications and correspondence ensuring timeliness, accuracy, and consistency.
2. Provide high-level advice and support to the DUT executive team on a range of organisational matters, including the DUT budget, and human resource requirements.
3. Foster and support positive and productive relationships with a range of senior stakeholders and their offices on behalf of the Deputy Under Treasurer including Ministers offices, Head of Service, Under Treasurer, Directors General and ACT Executives.
4. Act as a key point of contact for the Deputy Under Treasurer to provide advice and support to Ministers' Offices and the Under Treasurer as required.
5. Represent Treasury in a range of whole of directorate organisational forums.
6. Contribute to other emerging key priorities as required.

WHAT YOU REQUIRE

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

1. Demonstrated work ethic and high level administrative and organisational skills, particularly the ability to plan, prioritise, coordinate responses and requests for information, and manage with confidentiality the workflows for a senior executive, including proficiency in Microsoft applications and record keeping systems.

2. Highly developed interpersonal and communication skills, both written and oral, and the demonstrated ability to work with people of all levels of authority and position in government and in the community, and to represent the directorate in a variety of forums.
3. Demonstrated research, analytical and policy development ability, coupled with strong stakeholder management skills.
4. Understanding of ACT Treasury and its operations, and ministerial, assembly and cabinet functions.
5. Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace diversity, participative work practices and occupational health and safety principles and practices.

Note: Prior experience in providing strategic and organisational support to an Executive will be highly regarded.

The successful applicant must understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and modelling behaviour consistent with the ACTPS Respect Equity and Diversity Framework and supervise and mentor staff.

Further information on working at CMTEDD can be found at: <https://www.cmtedd.act.gov.au/>

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Executive Officer 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	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
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 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)	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)	Frequently
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Frequently
Bending/squatting	Occasionally

MANUAL HANDLING	FREQUENCY
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	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	Never
Exposure to potentially distressing case material	Never

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