



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Division: Treasury

Business Unit: Office of the Under Treasurer

Position Title: Treasury Directorate Liaison Officer (DLO)

Position Number: P55315

Classification: Senior Officer Grade B

This position receives a DLO allowance 7% per fortnight.

Location: Legislative Assembly

Last Reviewed: July 2026

Position Requirements: This position requires the successful applicant to either hold or be able to obtain a baseline security clearance.

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.

TREASURY 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 Under Treasurer is responsible for the overall strategic direction, operation and governance of the Treasury stream of CMTEDD. The Office consists of the Under Treasurer, Executive Officer, Treasury DLO, Coordination Manager and Executive Support Officer.

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.

POSITION OVERVIEW

The Treasury DLO facilitates and supports direct communications and policy advice between the Treasury arm of CMTEDD, and portfolio Ministers' offices. The DLO is required to exercise a high level of judgment over matters of significance to the Treasurer, portfolio Ministers and to the senior management of Treasury. The DLO liaises as required with other parts of CMTEDD, and with other Directorates and Ministers' Offices. The DLO provides specialist assistance in matters relating to Cabinet, the Legislative Assembly, constituent meetings and functions.

WHAT YOU WILL DO

As Directorate Liaison Officer you will:

1. facilitate and monitor the flow of information between the Minister's Office and the Directorate;
2. facilitate the provision of policy advice to the Minister on portfolio issues;
3. foster the relationship between the Minister's Office and Directorate by developing and maintaining productive relationships with ministerial staff, Directorate executives and officers, and other key stakeholders including other DLOs, staff from cross government directorates and the ACT Legislative Assembly Chamber Support Office and Committee offices;
4. manage political sensitivities and work collaboratively with Ministers' offices, senior agency representatives, Directorate officials, community and business;
5. maintain a high-level understanding of emerging issues and advise the Director-General/ Executives of these issues; and
6. provide advice and assistance in relation to Cabinet and Assembly processes and Whole of Government coordination.

This position does not involve direct supervision of staff. The DLO position is a rotational placement, usually of 12 months duration.

Note: A merit pool will be established from this selection process which may be used to fill vacancies over the next 12 months.

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 high-level leadership, management and the ability to solve problems with limited direction and maintain a high level of discretion and confidentiality.
2. Demonstrated capacity to think critically and use sound judgement in supporting the provision of high-level strategic policy direction and advice in relation to Cabinet and Assembly procedures and processes and other whole of government issues.
3. High-level oral and written communication skills, including interpersonal, liaison, negotiation and representational skills.

Behavioural Capabilities

4. Highly motivated to deliver and operate in a complex, dynamic and sensitive environment with minimal supervision, to work under pressure and within competing and tight timeframes.
5. Model in practice the principles of inclusion, teamwork, the ACT Government RED framework, workplace health and safety obligations and identify, assess and introduce continuous improvement initiatives.
6. A customer-oriented approach to dealing with Ministerial, ACT Government, and Legislative Assembly staff.

Compliance Requirements/Qualifications

- Experience with digital records management systems is highly desirable.
- Experience and understanding of ACT Government Cabinet, Assembly, and machinery of government processes is highly desirable.
- This position may require the successful applicant to either hold or be able to obtain a baseline security clearance.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Directorate Liaison Officer (PN 55315) 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.

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	Frequently
STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Never
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	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)	Never
Working in a call centre environment	Never
Working directly with the public	Never
PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never
MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Never
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Occasionally
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	Never
Exposure to potentially distressing case material	Never
OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never