



POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Division: Strategic Policy

Position Title: Senior Policy Officer

Business Unit: Disability Reform Taskforce

Position Number: P72015 (Several)

Classification: Administrative Services Officer Class 6 (ASO6)

Location: 220 London Circuit, Canberra City

Last Reviewed: July 2026

DIRECTORATE OVERVIEW

The Health and Community Services Directorate (HCSD) delivers a broad range of health and human services to support the wellbeing of the ACT Community and ensures our public health system meets the community's needs, now and into the future. HCSD provides strategic leadership on policy and population health direction for the ACT health system, ensuring services are innovative, effective, and responsive to community needs.

Alongside health strategy, HCSD is responsible for a range of human services including multicultural affairs, services for older people, housing, women's initiatives, family and domestic violence and homelessness services, and support for children, youth, and families. The Directorate also leads community disaster recovery and Aboriginal and Torres Strait Islander engagement.

HCSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people

DIVISION OVERVIEW

The Strategic Policy Division works in partnership with its operational counterparts, cross-directorate colleagues, clients, stakeholders, and people with lived experience to deliver integrated strategic policy to set the direction for the directorate's human services responsibilities, including Aboriginal and Torres Strait Islander affairs, housing, women, seniors, veterans, disability, multicultural, children, youth, and families.

The division uses data, research, and community consultation to develop evidence-informed human services policy to drive service design and deliver reform initiatives with a focus on evaluation, sustainability, and continuous improvement. The division provides strategic legislative reform and policy development to improve long term, human-centred initiatives that focus on early investment and support to achieve positive outcomes for the ACT community.

POSITION OVERVIEW

Senior Policy Officers in the Strategic Policy Division contribute to the planning, development and implementation of strategic reform activities and projects. They have an opportunity to work in a wide range of policy areas and contribute to diverse tasks, from planning the ACT Government's role in specialist disability housing to analysing the gender impact of budgetary investment to engaging with community to inform policy development.

Responsibilities of Senior Policy Officers include:

- Contribute to the planning, development and implementation of strategic reform activities and projects.
- Prepare, coordinate and undertake the preparation of project plans, policies and frameworks, executive briefings, high-level correspondence, and secretariat support to high level committees.
- Develop and maintain strong collegiate relationships with colleagues across government and the non-government sector.
- Work collaboratively across HCSD, ACT Government, the non-government sector and community to achieve improved outcomes for Canberrans.
- Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety system.
- This position does not involve direct supervision of personnel.

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. Strong research skills to collect and analyse relevant information (with data analysis desirable).
2. Demonstrated ability to produce ideas, approaches and/or insights to contribute to policy development and implementation.
3. An understanding and knowledge of policy and program issues related to human services.

Behavioural Capabilities

4. Demonstrated ability to work closely with a range of stakeholders, making sound judgements and balancing multiple tasks with various priorities.
5. Demonstrated ability to model ethical behaviour and drive team commitment to deliver outcomes aligned to the ACTPS Values and Signature Behaviours and Government priorities, and to achieving consistently high service standards.

Compliance Requirements / Qualifications

- Tertiary qualifications and/or experience in a related discipline are highly desirable.
- This position does not require a pre-employment medical check.
- This position does not require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Policy Officer 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	Occasionally
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Never
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)	Frequently
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Never
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	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
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	Never
Exposure to potentially distressing case material	Never

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