

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Division: Population Health Division

Business Unit: Research Office

Position Title: Program Officer

Position Number: P29584

Classification: Administrative Services Officer Class 5 (ASO5)

Location: Phillip, ACT

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 Population Health Division is headed by the Chief Health Officer who is appointed under the Public Health Act 1997 and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is also responsible for exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies. The Division provides a range of services and programs aimed at improving the health of the ACT population through interventions which promote behaviour changes to reduce susceptibility to illness; alter the ACT environment to promote the health of the population and promote interventions that remove or mitigate population health hazards.

BUSINESS UNIT OVERVIEW

The Research Office section works towards the vision that the ACT has world-class sustainable teaching and learning organisations that deliver cutting edge evidence-informed healthcare driven

by research which maximises health outcomes and well-being for consumers and communities. Our aim is to create the conditions in which the Territory's health and medical research community can thrive. Our key objectives are to foster a learning health system where evidence is both applied and developed; to guide investment in the people who serve the ACT health research system; and guide investment in key research infrastructure, platforms and programs required by the ACT's health ecosystem to thrive.

POSITION OVERVIEW

The position provides support to the Director, Research Office in achieving the strategic and operational objectives of the section. Key responsibilities include assisting with the implementation of Strategic Actions from the ACT Government *Better Together - Research Strategic Plan 2022-2030*, and supporting the planning, operation, and evaluation of health and medical research programs. The position also requires the development and maintenance of relationships with stakeholders within the ACT's research ecosystem.

WHAT YOU WILL DO

- Assist in the development, delivery and evaluation of health and medical research programs, including but not limited to the Canberra Health Annual Research Meeting, Work Integrated Learning, and Vacation Study Program, as well as projects arising from the Better Together - Research Strategic Plan 2022-2030.
- Contribute to the management of programs within specified timeframes to achieve desired outcomes.
- Assist in preparing ministerial, executive briefings and reports on health and medical research program progress and outcomes.
- Provide administrative support, including secretariat functions, record keeping, risk management and management of stakeholder relationships.
- Undertake other duties relevant to the classification level that contribute to the Directorate.
- This position does not involve 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. Demonstrated ability to apply project management principles, with a strong emphasis on prioritising workloads, proactively taking initiative and consistently delivering results within specified deadlines.
2. Experience in providing organisational and administrative support, including but not limited to drafting professional correspondence and processing of finance related tasks.
3. Assist in the development and refinement of operational procedures and processes.

4. Proven ability to build strong relationships and communicate clearly with internal and external stakeholders to achieve organisational goals.

Behavioural Capabilities

5. Proven ability to work independently within a team environment to consistently achieve results.
6. Demonstrated adaptability and flexibility to accommodate change.
7. Display behaviours that are consistent with the ACTPS values of Respect, Integrity, Collaboration and Innovation.

Compliance Requirements/Qualifications

1. Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.