

POSITION DESCRIPTION

Directorate: Health and Community
Services Directorate

Position Number: P66143

Division: Inclusion

Business Unit: Women, Youth, LGBTIQA+,
Multicultural Affairs

Classification: Senior Officer Grade C
(SOG C)

Position Title: Assistant Director,
Engagement and Events, Multicultural ACT

Location: 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

Inclusion Division comprises five branches/teams and works to strengthen community connections and participation opportunities for all Canberrans, including those from culturally diverse backgrounds; LGBTIQA+ communities; young people; women; and families.

The division facilitates engagement between the community and government, and enhances the capacity of the community sector through a variety of support and development activities. The division is responsible for early support and intervention of children and their families including through case management, referral and assessment for children who may be experiencing concerns with development or who may need targeted services due to other vulnerabilities.

Inclusion Division also incorporates the Office of LGBTIQA+ Affairs which leads policy development and programs focused on LGBTIQA+ communities, and the Domestic, Family and Sexual Violence Office, which provides strategic leadership, coordination, policy analysis and innovation expertise to drive cultural change and system reform, and to build whole of government and whole of community capability to address domestic, family and sexual violence.

Other core responsibilities include program evaluation and design; program delivery; service delivery; grants, awards and events; delivery and monitoring of action plans; Ministerial advisory committees and councils;

sector engagement; early intervention and support for children and families; and autism spectrum disorder assessments.

BUSINESS UNIT OVERVIEW

Women, Youth, LGBTIQA+ and Multicultural Affairs

The branch is responsible for supporting relevant Ministers in their roles in the community, Assembly and in Commonwealth/State forums, setting the framework agenda for government strategies and actions in relation to advancing the interests of women, young people, those who identify as LGBTIQA+ and culturally and linguistically diverse Canberrans. This includes implementing:

- the strategic plans such as the *ACT Women's Plan 2016-26*,
- regulatory frameworks such as the Multiculturalism Act 2023 and the Period Product (Access) Facilities Act 2023
- the Office of LGBTIQA+ Affairs provides whole of government oversight and advice to the ACT Government on issues that impact LGBTIQA+ communities. It leads the implementation of the Capital of Equality Strategy 2024–2029, and provides support to directorates with actions.

The branch is responsible for taking a leading role in facilitating a number of community-related events and activities – such as the annual National Multicultural Festival and yearly women, youth and multicultural awards, including implementing a range of services and programs relevant to women, young people and culturally and linguistically diverse Canberrans. The branch also supports Ministerial Advisory Councils related to these portfolios.

POSITION OVERVIEW

The Assistant Director, Engagement & Events is responsible for managing the professional delivery of events, supports government in its role in the community and conducts best practice strategic engagement with key external stakeholders and the multicultural community. You will produce high quality written work, have excellent relationships management skills, a focus on finding solutions and be able to work collaboratively.

WHAT YOU WILL DO

Under limited direction and reporting to the Senior Director, you will:

- Manage inclusive community events and activities, informed by sound project management, evaluation, and review.
- Contribute to the development and implementation of policies and programs, including events, programs and grants management.
- Prepare and complete high quality written briefs, correspondence, Cabinet submissions, speeches, media releases and written reports.
- Provide advice and information on issues relating to the work stream. Contribute to workstream administration including operational and financial reporting.
- Develop and implement strategies to build capability of team members and ability to supervise staff, set priorities, monitor workflow, and allocate resources to support the successful delivery of priorities within the program or policy area.

- Represent the Directorate and the ACT Government at events, activities and forums and liaise with various community groups and government agencies.
- Establish and maintain effective partnerships with community sector organisations and foster strong collegiate relationships with colleagues across the directorate, the community and external government and non-government agencies.
- Contribute to the development, execution, management, and evaluation of contracts within the ACT Government Procurement Framework.
- Undertake other duties as required to support the work of the division, including but not limited to the National Multicultural Festival, and social recovery activities for the multicultural community in the event of a Territory emergency.
- Display ethical behaviour and team commitment to deliver outcomes aligned to the ACTPS Values and Signature Behaviours and Government priorities, and to achieving consistently high service standards.
- Model behaviours consistent with the ACT Government's Respect, Equity and Diversity Framework, the Code of Conduct (Values and Signature Behaviours) and safe work practices consistent with the Directorate's Work Health and Safety system.

This position involves direct supervision of approximately 2-3 staff.

WHAT YOU REQUIRE

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

Professional/Technical Skills and Knowledge

1. Demonstrated skills and professional experience in leading best-practice engagement and events, and the ability to manage all aspects of implementation. Along with well-developed communications skills with the ability to liaise and negotiate on behalf of the agency with all stakeholders, including culturally and linguistically diverse community members, to achieve positive outcomes.
2. Substantial knowledge of or the ability to acquire knowledge of ACT Government processes and regulatory requirements for events, procurement, financial and contract management, and preparation of Ministerial briefs with a sound understanding of the relationships between government and the community, and experience in managing and responding to issues relating to supporting the inclusion and participation of all members of our community.
3. Accomplished project management skills, including the ability to identify, prioritise and evaluate opportunities and risks, adhere to allocated budgets, problem solve and provide recommendations to meet project/program objectives.

Behavioural Capabilities

4. Takes initiative and responsibility for progressing own and teamwork with energy and drive and a flexible approach to tasks, ensuring workflows and priorities are progressed in a timely and efficient manner to meet deadlines and objectives.
5. Well-developed people management skills including the ability to develop team capability, set

clear performance expectations, maintain effective team performance and foster a joint focus on achievement of outcomes.

6. Demonstrated achievement in modelling ethical behaviour and driving team commitment to deliver outcomes aligned to the ACTPS Values and Signature Behaviours, Government priorities, Code of Conduct, Respect, Equity and Diversity Framework and Workplace Health and Safety initiatives, and to achieving consistently high service standards.

Eligibility Requirements/Qualifications

- An educational qualification in the relevant field is highly desirable.
- Current driver's license essential.
- Permanent Resident or Australian Citizen for permanent positions.
- This position may require you to complete a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director Engagement and Events (PN: 66143) 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	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Frequently
Access to Accrued Days Off (ADO's)	Occasionally
Peaks and troughs	Frequently
Frequent overtime	Frequently
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	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Never
Reaching	Occasionally

Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Never

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	Occasionally
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

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