



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Group: Policy and Cabinet

Business Unit: Social Policy Branch

Position Title: Assistant Director Social Policy

Position Number: 45757

Classification: Senior Officer Grade C

Location: 220 London Circuit, Civic

Security Clearance Required: No

Last Reviewed: August 2026

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.

The 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.

GROUP OVERVIEW

Policy and Cabinet is a dynamic, agile and strategic division that provides advice, support and direction across the ACT Public Service on complex policy matters, incorporating a central agency strategic and coordination role in strategic planning, infrastructure planning, social and economic policy, spatial planning, regional policy and engagement, government accountability and cross-government regulatory reform.

Policy and Cabinet supports the Chief Minister, the Minister for Government Services and Regulatory Reform, Cabinet, and the Head of Service as Secretary of Cabinet and Chair of Strategic Board, through the provision of policy and support, including Cabinet secretariat functions and advice.

Policy and Cabinet supports the Chief Minister when representing the ACT at intergovernmental forums, notably the National Cabinet and the Council of Capital City Lord Mayors. The Division

manages and coordinates the ACT's relationships with other jurisdictions, most significantly with the Commonwealth, NSW, Australia's other capital cities and NSW Councils surrounding the ACT.

The Division is also home to Branches that lead whole of government priorities such as the ACT's wellbeing framework, Territory Records Office and the ACT Heritage Library.

What we offer:

- Interesting and fulfilling work in a unique public sector environment where you can see the impact you have on the Canberra community.
- The opportunity to work with passionate, innovative and experienced people who encourage and support you to develop your interests and expertise.
- A flexible workplace with a mix of working from home and with state of the art accommodation enabling activity-based work in an engaging and creative environment.

BUSINESS UNIT OVERVIEW

The team provides advice to the Chief Minister, Cabinet and Head of Service on a wide range of social policy issues, including Aboriginal and Torres Strait Islander policy, health, education, justice, community safety and social inclusion and equality.

The Branch is also responsible for the Ombudsman Act 1989, in particular the Reportable Conduct Scheme, and for the delivery of the Aboriginal and Torres Strait Islander Expenditure Review, including progressing work on proportional funding under Phase 3 of the Aboriginal and Torres Strait Islander Agreement.

POSITION OVERVIEW

The Assistant Director will be responsible for the development of high level and strategic social policy advice, and the provision of support for government and ministerial matters. During the advertised backfill period, a key priority of this position will be to lead and progress a significant legislative reform project within the child safety portfolio.

Key to this role is collaborating with a range of government stakeholders to ensure the effective provision of advice on a range of social policy matters in the ACT, including justice, health, education, child safety and safeguarding, and community services, disability, and domestic, family and sexual violence. You also may be providing strategic policy advice to Senior Executives on critical pieces of work in areas of portfolio responsibility. Occasionally, staff are also asked to work on critical pieces of work outside of their portfolio responsibilities to respond to peak demands across the branch and division.

This may include analysis of Cabinet submissions and preparation of briefings for Senior Executives and the Chief Minister, preparation of Cabinet Submissions and business cases, representing the directorate in inter-directorate committees and working groups, research regarding social policy issues and supporting related government business in the ACT Legislative Assembly.

A merit pool may be created and used to fill other SOGC positions over the next twelve months.

Flexible working arrangements will be considered.

WHAT YOU WILL DO

As an Assistant Director in the Social Policy Branch, you will:

1. Provide high-quality policy advice and analysis on complex social policy issues;
2. Prepare and coordinate complex briefings and correspondence on Cabinet, Assembly and ministerial business;
3. Provide advice on social policy matters across a number of subject areas in the Cabinet and Assembly process;
4. Provide written and oral briefings to Senior Executives and government;
5. Represent the Social Policy Branch and Division to external and internal stakeholders; and
6. Undertake other duties as required.

These positions do not involve direct supervision of staff.

The advertised position P45757 is located within the Social Policy Branch. Further vacancies at the SOGC level may be filled across all branches in the Policy and Cabinet Division.

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 knowledge and experience relevant to the position to undertake research, analysis, synthesis and preparation of high-quality policy advice.
2. Demonstrated high quality oral and written communication skills to build relationships, negotiate, engage, and represent the ACT Government to a range of stakeholders.
3. Established ability to apply legislation, policy frameworks, procedures, or guidelines.

Behavioural Capabilities

4. Established ability to exercise good judgement, initiative and work as part of a team in a dynamic and flexible environment.
5. High-quality strategic and critical thinking and collaborative problem-solving skills.
6. Demonstrated understanding and commitment to the ACT Public Service values, workplace health and safety and inclusion and diversity principles and practices.

Desirable

7. Tertiary qualifications in a relevant discipline (e.g., law, public policy) will be highly regarded.

8. Experience working on legislative reform, social policy matters or related disciplines will be highly regarded.

Compliance Requirements / Qualifications

This position does not require a pre-employment medical and does not require a Working with Vulnerable People Check.

This position currently operates in a hybrid capacity which includes working from home and in office under an activity-based working environment with unallocated desks when in the office.

Here is further information on [working at CMTEDD](#), the current [Enterprise Agreement](#) and [Activity-based working in the ACT Government](#).

Policy and Cabinet is committed to the ACT Government's [Respect, Equity and Diversity Framework](#) and CMTEDD's [Reconciliation Action Plan](#).

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role 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	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Occasionally
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)	Occasionally
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	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
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	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	Occasionally
Exposure to potentially distressing case material	Frequently

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