



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Position Title: Assistant Director – Economic Modelling and Quantitative Analysis

Division: Economic and Financial Group

Position Number: P60288

Business Unit: Macroeconomics, Modelling and Federal Financial Relations Branch

Classification: Senior Officer Grade C

Section: Economic Modelling and Quantitative Analysis

Location: Canberra City, ACT

Last Reviewed: September 2026

DIRECTORATE OVERVIEW

The **Chief Minister, Treasury and Economic Development Directorate (CMTEDD)** provides strategic leadership across the ACT Public Service and supports the Chief Minister, Treasurer, Ministers and Cabinet through high-quality policy, economic and financial advice. As a central agency, CMTEDD plays a key role in shaping whole-of-government policy, financial management, intergovernmental relations, workforce capability and public sector performance.

GROUP AND BRANCH OVERVIEW

The **Economic and Financial Group**, part of the Treasury stream of the Directorate, provides analysis and advice to the government and agencies on a range of economic, commercial, regulatory and taxation matters, prepares economic and revenue forecasts, oversees appropriate intergovernmental financial arrangements, and management of the lifetime care and support scheme and regulation of the motor accident injuries insurance scheme.

The **Macroeconomics, Modelling and Federal Financial Relations Branch** provides economic analysis, modelling and strategic policy advice to support the ACT Government's economic and fiscal objectives. The Branch is responsible for economic monitoring and forecasting, revenue forecasting, quantitative analysis and modelling, and advice on intergovernmental funding arrangements and federal financial relations. The Branch represents the ACT in a range of national forums and supports the ACT Treasurer's engagement on Commonwealth-State financial matters.

POSITION OVERVIEW

As an Assistant Director you will work with a small team to progress priority areas of Government economic policy — with a particular focus on the ACT's vehicle registration system and population projections. You will be expected to manage and handle large amounts of data, including being responsible for quality assurance of deliverables. You will also lead the preparation of briefings

and presentations; undertake bespoke economic modelling and policy analysis. You will become an integral member of the team, working closely with senior staff.

The role will require initiative and the ability to communicate effectively. The role requires strong data analysis skills, including advanced Excel proficiency.

WHAT YOU WILL DO

1. Apply strong analytical, research and quantitative skills, including experience working with large datasets and statistical or administrative data, and the ability to produce analytical reports.
2. Support research to inform model development, policy frameworks and policy positions — with a particular focus on the ACT's vehicle registration system.
3. Undertake economic and financial modelling and quantitative analysis.
4. Prepare evidence-based briefings and other written products.
5. As an Assistant Director with a high degree of independence, manage projects and product delivery.

Please note, this position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

1. Strong analytical, research and quantitative skills, including experience working with large datasets and statistical or survey data, and the ability to produce analytical reports.
2. Ability to contribute to strategic advice on planning or policy issues, including the ability to think innovatively.
3. Proven ability to work in a team environment and to collaborate effectively with other people within the Directorate, and with other areas of the ACT Government.
4. Demonstrated ability to manage competing priorities, to meet deadlines and to achieve results under pressure.
5. Demonstrated practice of the ACT Public Service values of collaboration, respect, integrity and innovation.

Compliance Requirements / Qualifications

1. Tertiary or post graduate qualifications in economics, statistics or similar field would be an advantage.

- Experience using statistical software and quantitative programming to undertake modelling and analysis would be an advantage.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Economic Modelling and Quantitative Analysis (position number P60288) 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	Occasionally
Designated workstation	Never

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	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	Never

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

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
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	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