



POSITION DESCRIPTION

Directorate:	Education Directorate
Division:	System Policy and Reform
Branch:	Strategic Policy
Position Title:	Assistant Director
Position Number:	P72041; P72042; P72043
Classification:	Senior Officer Grade C
Immediate Supervisor:	Director, Strategic Policy
Security Clearance Required:	No
Location:	220 London Circuit, City; Hedley Beare Centre for Teaching and Learning, Stirling; Remote
Last Reviewed:	July 2026

DIRECTORATE OVERVIEW

The Education Directorate is one of 8 ACT Government Directorates established with a collaborative purpose to achieve the ACT Government's priorities and to serve the community. The Education Directorate services include the provision of public-school education, regulation of education and care services, registration of non-government schools and home education.

What is important to us: We are an education system that empowers our young people to thrive in ways that foster a democratic, equitable, diverse, and prosperous society.

Our Vision: Every child and young person receives an excellent education, delivered and supported by highly skilled and valued professionals.

Our Mission: We lead and deliver excellent, inclusive and equitable education where all are safe, valued and able to flourish. The ACT public education system continues to expand with around 50,000 students attending 93 public schools.

The Directorate also has responsibility for the planning and coordination of early childhood education and care services for the ACT.

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The Directorate is structured around five groups: School Improvement; System Policy and Reform; Chief Operating Officer; Infrastructure and Digital Services; and Service Design and Delivery. The Directorate employs over 8,000 staff including over 4,700 school teachers and leaders.

The Directorate operates within a 'One ACT Government' framework to facilitate the implementation of whole-of-government priorities and initiatives. The Directorate is prioritising a shift to system-wide approaches to deliver better outcomes for students.

DIVISION OVERVIEW

System Policy and Reform (SPR) group comprises the Strategic Policy (SP), Planning, Evidence and Analytics (PEA), Early Childhood Education (ECE) and Education and Care Regulation and Support (ECRS) branches of the Directorate.

System Policy and Reform group has responsibility for strategic reforms, advising on national education reforms and associated bilateral agreements, leading the coordination of the ACT's participation in national assessment programs and providing quality data and analytics to inform school and system improvement in addition to strategic school capacity planning and enrolment policy and procedures.

The Group is also responsible for a range of regulatory and registration functions including:

- The regulation of early childhood education and care sector through the ACT Regulatory Authority, the Children's Education and Care Assurance Unit;
- The registration and regulation of Non-Government Schools;
- Home Education registration and support for children and families in home education; and
- The registration and compliance of all Territory schools for Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), as required of the ACT under Commonwealth law.

BUSINESS UNIT OVERVIEW

The Strategic Policy Branch leads strategic reforms that deliver better outcomes for children and young people in the ACT. This is achieved by driving the strategic vision for education in the ACT; engaging meaningfully with strategic partners to conceptualise and design solutions to local challenges; and leveraging research, evidence and expertise in innovative ways to meet the ACT context. This includes *Strategic Delivery* of priority initiatives, *Strategic Coordination* of cross directorate priorities, and *Strategic Partnering* with other parts of the Directorate on joint commitments.

The Branch includes teams with a focus on:

- Strategy, national policy and intergovernmental relations
- System coordination, program and change management for major reforms
- Child safety and
- Legislation.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation.

POSITION OVERVIEW

The Education Directorate has an ambitious public schools reform program encompassing not just teaching and learning practices but also the business operations of the organisation. The Assistant

Director will contribute to meaningful organisational change that improves outcomes for students, strengthens equity and bolsters the sustainability of the public education system.

The Assistant Director supports the Strategic Policy branch to coordinate and deliver effective strategy and policy activities across the Education Directorate. This needs to happen in a resource-constrained environment and under tight timeframes. The role is responsible for helping to lead – under limited direction – the planning, coordination and implementation of activities that support the successful delivery of major education reforms.

Working collaboratively with the Director to engage executive leaders, project teams, and internal and external stakeholders, the Assistant Director provides policy and operational advice on strategic alignment, program management, and stakeholder engagement.

The ideal candidate will be an experienced and adaptable officer with demonstrated expertise in policy and strategy, program implementation and/or reform delivery and committed to exemplary public administration. They will possess strong analytical and problem-solving skills, the ability to manage competing priorities, and a proven track record of building productive relationships and liaising with stakeholders in complex environments.

There are several roles available, some of which have a dedicated focus on:

- Project and program management, including the use of digital and technical project management systems, or
- Communication and stakeholder engagement skills.

Candidates with specific skills and experience in these areas should highlight this in their application.

The Education Directorate is undertaking an organisation design program and changes to Directorate structures may occur after this role commences. Candidates should be prepared to work across the entire organisation in the event of structural changes.

WHAT YOU WILL DO

To support the delivery of major reforms across the public education system, the Assistant Director will:

1. Support the planning, coordination and implementation of policy and program activities across multiple reforms and improvement initiatives
2. Provide excellent project management to ensure deadlines are met in an environment with competing priorities and complex stakeholder demands
3. Build and maintain productive relationships with colleagues and internal and external stakeholders (including staff and leaders in schools) to support successful implementation of reforms
4. Support leaders and teams to plan for, implement and embed change
5. Lead the preparation of high-quality briefs, reports, governance papers and other documentation to support decision-making and program oversight

6. Potentially manage staff within the immediate team and contribute to a positive branch culture
7. Work with flexibility and agility to respond to Directorate priorities
8. Support other projects and teams across the branch and Directorate as required.

Additionally, some roles will have a dedicated focus on:

- Project and program management
- Communication and stakeholder engagement.

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 experience in delivering an important project in a government context, including working with others to succeed and using strategic and critical thinking to solve problems. An understanding of the education sector or other human services sectors is also highly desirable.
2. Change and/or project management abilities to support the timely and effective delivery of priority actions.
3. Strong written communication skills including demonstrated government business experience and the ability to prepare artefacts and tailor communications to diverse audiences.

Behavioural Capabilities

4. Demonstrated ability to liaise with stakeholders and represent the branch in meetings.
5. Ability to work under limited direction and collaborate as a team member in a high-pressure environment that will include working flexibly and prioritising competing and changing demands.
6. Demonstrated application of ACT Public Service values and work health and safety practices.

7. Compliance Requirements / Qualifications

1. A bachelor's degree or higher tertiary qualification is highly desired.
2. A current Working with Vulnerable People Card or the ability to obtain one is required.

HOW TO APPLY

Please submit:

1. A one-page pitch addressing the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' in the Position Description
2. A current CV
3. Contact details of 2 referees, one of whom should be a current supervisor.