

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Position Number: P45483

Division: Population Health

Classification: Senior Officer Grade C (SOGC)

Business Unit: Alcohol, Tobacco, Other Drug, Sexually Transmissible Infections and Blood Borne Viruses (ATODS) Policy

Location: Bowes St, Woden/Hybrid

Last Reviewed: May 2026

Position Title: Assistant Director, Senior Policy Officer

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 leads population health policy for the ACT and provides and commissions 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

Population Health Policy leads system change to improve the health and wellbeing of all Canberrans through preventive and population health legislation, policy and strategy.

The Alcohol, Tobacco, Other Drug, Sexually Transmissible Infections and Blood Borne Viruses (ATODS) Policy team works to strengthen the ACT's response to alcohol, tobacco and other drug use and sexual health challenges by collaborating across government, health services, and communities to develop policy and programs supporting accessible services and reducing stigma in the ACT.

POSITION OVERVIEW

The Assistant Director is responsible for preparing policy advice and delivering project outcomes in support of HCSD's policy agenda and public health priorities. This is achieved through the development of documents, reports, submissions, briefs, and correspondence for the Senior Executive and Government, and through engagement with community, government and clinical partners. This position is anticipated to lead HCSD's work on drug checking and early drug warning systems, including sector coordination and governance.

WHAT YOU WILL DO

Under the limited direction of the Director, ATODS Policy, you will:

- Provide high level policy input, advice, and leadership on public health policy issues.
- Prepare complex reports, briefings, Cabinet documents, and detailed correspondence on public health issues.
- Manage stakeholder consultation and engagement, including with government and non-government agencies, industry, public health, and community sectors.
- Contribute to the development and utilisation of the evidence base to inform public health policy and practice.
- Develop, evaluate, and manage a range of programs and funding relationships with the community and government sector.
- Undertake other duties appropriate to this level of classification that contribute to the Directorate. This position may involve direct supervision of 1 staff member.

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 high level skills in policy analysis, development and implementation.
2. Proven excellent communication skills, including the ability to produce concise and accurate written materials.

Behavioural Capabilities

3. Demonstrated high level negotiation, liaison and representation skills, including the ability to consult with stakeholders.
4. The ability to plan, organise and prioritise work, including demonstrated experience in working effectively with limited supervision and in meeting tight deadlines.
5. Demonstrated ability to provide leadership and supervision within a team environment.
6. Display behaviours that are consistent with the ACTPS values of Respect, Integrity, Collaboration and Innovation.

Compliance Requirements / Qualifications

- Prior to commencement, the successful candidate will be required to undergo a National Police Check.
- Knowledge of, or experience in alcohol and other drug policies would be highly regarded.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, ATODS Policy (position number 45483) 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	Occasionally
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation: the position works in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
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	Occasionally

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	Never
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	Never
Exposure to potentially distressing case material	Occasionally

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