

Responsibilities of ACTPS Executives

The Head of Service is responsible for the leadership and management of the ACTPS and is answerable to the Chief Minister¹. The Head of Service has the following leadership functions:

- a) to develop, oversee the implementation of, co-ordinate and provide advice and reports to the Chief Minister about whole of government strategies;
- b) to provide direction across the ACTPS in relation to critical or potentially critical issues;
- c) to promote co-operation and collegiality within and between administrative units (directorates);
- d) to promote and uphold in the service the public sector values, the public sector principles and the conduct required of a public servants, including by personal example;
- e) any other function given to the Head of Service by the Chief Minister.

In addition, the Head of Service has the following management functions:

- a) to engage, appoint and employ people on behalf of the Territory in accordance with the merit and equity principle;
- b) to organise public servants in the service;
- c) to provide advice and reports to the Chief Minister about employment in the service;
- d) any other function given to the Head of Service by the Chief Minister.

Directors-General are responsible for the leadership of a directorate and leadership in the ACTPS. Directors-General are answerable to their responsible Minister and the Head of Service². Directors-General have the following functions in relation to their directorate:

- a) to provide advice and reports to their responsible Minister and the Head of Service on matters relation to their directorate;
- b) to manage the business of their directorate;
- c) any other functions given to them:
 - a. by the Minister responsible for their directorate;
 - b. by the Head of Service; or
 - c. under the PSM Act or another territory law;
- d) to exercise a function mentioned in paragraphs (a) to (c) taking into account the responsibilities of the government as a whole, including by collaborating with other Directors-General.

¹ Section 17, *Public Sector Management Act 1994*

² Section 19, *Public Sector Management Act 1994*

Directors-General have the following leadership functions:

- a) to provide advice to the Head of Service about the development and co-ordination of whole of government strategies;
- b) to lead the implementation of whole of government strategies;
- c) to implement, at the direction of the Head of Service:
 - i. strategies for the administration of the ACTPS;
 - ii. responses to critical or potentially critical issues;
- d) to work efficiently, effectively and constructively with other Directors-General to ensure a whole of government focus and promote co-operation and collegiality within and between directorates
- e) to promote and uphold in the service the public sector values, the public sector principles and the conduct required of a public servant, including by personal example;
- f) any other function given to them by
 - i. their responsible Minister; or
 - ii. the Head of Service.

Executives are responsible for the leadership in the ACTPS and are answerable to the Head of Service and their relevant Director-General³. Executives have the following leadership functions:

- a) to advance whole of government strategies;
- b) to promote and demonstrate co-operation and collegiality within and between directorates;
- c) to promote and uphold in the service the public sector values, the public sector principles and the conduct required of a public servant, including by personal example;
- d) any other function given to them by
 - iii. their responsible Minister; or
 - iv. the Head of Service.

³ Section 22, *Public Sector Management Act 1994*