POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Division: Office of Industrial Relations and Workforce Strategy

Group: Work Safety Group

Branch: Policy Branch

Business Unit: Workplace Legislation & Policy

Position Title: Policy Officer

Position Number: P44193

Classification: ASO 6

Location: Level 5, 220 London Circuit, Canberra

Last Reviewed: June 2026

DIRECTORATE OVERVIEW

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, Treasurer, Minister for Economic Development and the Cabinet on policy, financial and economic matters, service delivery and whole of government issues. The Directorate facilitates the implementation of government priorities and drives many new initiatives, including Access Canberra which provides a range of ACT Government shopfront and regulatory services. The Directorate is also responsible for Shared Services which provides financial, ICT and HR support across Government. The Director-General of CMTEDD is also the Head of Service.

DIVISION OVERVIEW

The Office of Industrial Relations and Workforce Strategy (OIRWS) drives the continuous improvement of ACT employment, workplace safety and workforce capability and accountability in accordance with the public sector principles.

OIRWS brings together the expertise, policy, systems, services and programs responsible for leading best practice and evidence-based approaches to ACT public sector workforce employment, safety, capability and accountability at the whole-of-government level.

It is OIRWS' role to optimise the ACTPS' workforce performance, accountability and agility by:

- developing and delivering a progressive employment framework and associated conditions,
- driving and safeguarding work and workforce health and safety, and
- setting the parameters and standards for organisational capability, culture and accountability.

The office does this collaboratively with a range of stakeholders and in accordance with legislative requirements defined in the PS Management Act, including the ACTPS values and public sector principles.

OIRWS consists of:

- The Office of the Deputy Director General:
- ACTPS Employment and Industrial Relations Group;
- Work Safety Group; and
- Capability, Culture and Governance Group.

WORK SAFETY GROUP OVERVIEW

The Work Safety Group is responsible for:

- management and prevention of workplace injuries and workers' compensation self-insurance arrangements for the ACT Public Sector;
- management of the ACT private sector workers' compensation Scheme (the Scheme) - including policy, legislation and the supervision of the ACT Default Insurance Fund;
- the provision of health and safety services and safety system improvement programs to ACT government directorates;
- the provision of advice and development of legislation on industrial relations (including workplace health and safety, dangerous substances and asbestos, workers' compensation, workplace privacy, labour hire licensing, portable long service leave and the Secure Local Jobs);
- administration of the Secure Local Jobs Code
- leads the ACT's contribution to the national harmonisation of work health and safety and workers' compensation laws.

BRANCH OVERVIEW

The Policy Branch develops and leads transformative change initiatives that improve working conditions and workforce productivity in the ACT and nationally. It:

- designs and implements legislative reforms to improve the operation of regulatory frameworks;
- delivers and facilitates services to build public and private sector workforce capacity and capability;
- develops and executes workplace relations stakeholder engagement strategies focusing on policy bodies, employer and employee representative bodies, ACT and other Australian regulators;
- leads national workplace relations (including WHS and workers' compensation) policy reform, including through national policy forums such as SafeWork Australia, on behalf of the ACT Government; and

- provides related policy and strategic services and advice to the portfolio Minister, stakeholders and directorates.
- supports the Secure Local Jobs Code Registrar;
- administers the secure local jobs code (SLJC) requirements, including SLJC certification, monitoring the compliance of Code Certified Entities, investigating complaints and apparent non-compliance with the Code and supporting Territory Entities to comply with the Code as well as conducting ethical treatment of workers (ETWE) assessments under the *Government Procurement Act 2001*.

BUSINESS UNIT OVERVIEW

The Workplace Legislation & Policy Team is responsible for ensuring that the legislative frameworks for workers' compensation, workplace safety, dangerous goods and industrial relations are operating efficiently and support reductions in the health, social and economic impact of work injury. It also monitors and oversees the performance of the Territory's private sector workers' compensation scheme, represents the Territory at local and national forums covering work health and safety, injury management and industrial relations matters.

DUTIES / RESPONSIBILITIES

The successful candidate, working with a degree of independence as a member of a small team, will:

- assist in the development and delivery of advice on high-level legislative policy and legislative issues related to workers' compensation, workplace health and safety, and/or industrial relations;
- assist in the development and implementation of multiple key projects;
- undertake research and analysis to assist with the review, improvement and development of policy and legislation;
- prepare ministerial reports, briefs, submissions, speeches and other complex documents for the Government, ministers and the directorate;
- provide secretariat support for relevant committees and other local, national and inter-jurisdictional forums;
- liaise with stakeholders and clients, both internal and external to ACT Government, and build productive working relationships; and
- represent the ACT Government and the directorate as required.

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

This position may involve supervision of personnel.

SELECTION CRITERIA

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

1. Demonstrated ability to undertake research and analysis, and contribute to the formulation and implementation of policy.
2. Well developed communication skills including written, oral, interpersonal and stakeholder liaison skills.
3. Demonstrated ability to work on multiple projects, work to multiple deadlines and achieve results.
4. Ability to work independently or as part of a small team under limited supervision, displaying sound judgement, with decision making and problem solving skills.
5. Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

Other Relevant Qualifications and Experience:

Experience or relevant qualifications in law, economics, workers' compensation, work health and safety laws or public policy areas will be highly regarded.

Further information on working at CMTEDD can be found at: Work with us - Careers and Employment (act.gov.au)

Further information on working at ACT Government can be found at: https://www.jobs.act.gov.au/work-with-us

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Policy Officer (position number P31574) and indicates how frequently each of these requirements would be performed. Please note that CMTEDD 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	Occasionally
Sitting at a desk	Frequently Note: a sit/stand desk is provided
Standing for long periods	Never
Designated workstation	Never Note: the office is an Activity Based Workplace

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	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	Never
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	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	Occasionally

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