



ACT
Government

Chief Minister, Treasury and
Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and
Economic Development

Division: Office of Industrial Relations and
Workforce Strategy

Group: Work Safety Group

Position Title: Director, Business Systems

Position Number: P61479

Classification: Senior Officer Grade B

Location: Canberra City

Security Clearance Required: No

Last Reviewed: September 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) was established to continuously improve ACT employment conditions and workforce productivity.

It brings together the staff, systems and infrastructure responsible for ACT public sector workforce planning, health, safety, integrity and employment conditions, the ACT industrial relations policy and legislative arms and related service areas. It will:

- optimise ACT workplace relations regulatory frameworks by monitoring the performance of and reforming work health and safety, workers' compensation, public sector employment, workplace privacy and portable long service leave legislation
- provide community and government property management and accommodation services and manage the Secure Local Jobs Code; and
- build the capacity, capability and agility of the ACT public sector by: developing and leading innovative workforce transformation strategies, policies and programs
- devising and delivering workers' compensation, health safety and wellbeing services and programs that protect, promote and support workforce health and wellbeing

- developing progressive employment policy and promoting its consistent and compliant application
- ensuring exemplary professional standards and accountability via integrity practice and frameworks; and
- providing efficient and effective support services to the ACT public sector including financial functions, payroll and recruitment.

The work of the OIRWS will develop and maintaining cooperative and constructive relationships with its stakeholders, focussing strongly on education, consultation and awareness raising.

The intent is to build greater trust with, and between, all stakeholders and ensure that employee workplace experiences are consistent across the ACTPS.

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 and portable long service leave); and
- support for the ACT's contribution to the national harmonisation of work health and safety and workers' compensation laws.

BUSINESS UNIT OVERVIEW

The Strategy and Services Branch (SAS) conceptualises, designs, implements and evaluates an integrated and contemporary program of work to optimise the health, safety and wellbeing of ACT public sector employees.

The ACTPS Workers' Compensation Performance team is a multidisciplinary team providing strategic advice and operational support for ACT Public Sector workers' compensation arrangements. The team oversees systems, governance, data and performance frameworks for the Strategy and Services Branch of the Work Safety Group.

The team also provides a range of enabling services including program design, procurement, contract management and communication and engagement services.

The team enables the effective management of workplace health and safety risks, workers' compensation outcomes and self-insurance obligations that contributes to a safe and healthy public sector workforce.

POSITION OVERVIEW

Reporting to the Senior Director, ACTPS Workers' Compensation Performance, under limited direction, the Director will:

- plan, manage and deliver programs of work in collaboration with the Strategy and Services Branch that align to branch and group priorities;
- manage and deliver projects and initiatives in collaboration with Work Safety Group, directorates and Digital Canberra within agreed scope, time and budget;
- use project methodologies and approaches to shape, deliver and report on programs of work;
- develop and maintain productive working relationships within Work Safety Group and across the ACT public sector to achieve program outcomes;
- liaise with stakeholders, both internal and external to the ACT Government, building constructive and productive working relationships and represent the ACT Government and the Work Safety Group as required;
- prepare reports, briefs, submissions and other complex documents for the Government, Ministers and Work Safety Group;
- participate in corporate initiatives such as procurement and recruitment, including supervision of staff as required.

This position does not require a pre-employment medical, or a working with vulnerable people check.

This position may involve direct supervision of personnel.

SELECTION CRITERIA

1. Extensive experience in program and project management and leadership.
2. Demonstrated capability to develop and manage complex service delivery and change projects and programs, as well as the ability to work effectively across multiple priorities and adhere to strict deadlines in a high pressure environment.
3. High level written and oral communication skills, including preparation and completion of project proposals and briefs, correspondence, written reports as well as managing, building and maintaining stakeholder relationships.
4. Excellent liaison and negotiation skills and the ability to establish and sustain effective internal and external working partnerships to facilitate collaborative problem solving.
5. Demonstrated experience in applying the 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.

QUALIFICATIONS/ REQUIREMENTS

- Qualifications and experience in project management is highly desirable.
- Significant and recent experience in managing the delivery of systems or business implementation of systems to support health and safety outcomes will also be highly regarded.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role 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.

This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

Our workforce has transitioned to flexible hybrid working arrangements. This may include working from home or other work sites where agreed. Staff are provided information on how to work from home safely and effectively.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Never
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
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)	Occasionally
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	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	Never

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