



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

# POSITION DESCRIPTION

**Directorate:** Chief Minister, Treasury and  
Economic Development

**Position Number:** P38261

**Division:** Office of Industrial Relations and  
Workforce Strategy, Work Safety Group

**Classification:** SOG A

**Business Unit:** Public Sector Workers  
Compensation Fund Finance Team

**Location:** Canberra City

**Last Reviewed:** April 2026

**Position Title:** Senior Director - Chief Finance  
Officer

## DIRECTORATE OVERVIEW

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The Chief Minister, Treasury Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

## DIVISION OVERVIEW

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Office of Industrial Relations and Workforce Strategy (OIRWS) is responsible for ACT public sector employment legislation and conditions. It also provides advice to Government and develops policy and legislation in areas involving the relationship between employers and workers in the ACT, including industrial relations and human resource management.

Office of Industrial Relations and Workforce Strategy is also responsible for whole-of-government programs such as Graduate recruitment; Respect, Equity and Diversity Framework; and the Performance Framework.

## GROUP OVERVIEW

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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; and
- the ACT's contribution to the national harmonisation of work health and safety and workers' compensation laws.

## **BUSINESS UNIT OVERVIEW**

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The Public Sector Workers Compensation Fund (PSWC Fund) Finance Team sits within the Office of the Executive Group Manager, Work Safety Group, and is responsible for providing financial management, investment oversight and prudential governance on behalf of the PSWC Fund, established under the *Public Sector Workers Compensation Fund Act 2018*.

The PSWC Fund Finance Team supports the Public Sector Workers Compensation Commissioner (PSWC Commissioner) in managing the financial performance and long-term sustainability of the PSWC Fund and self-insurance arrangements on behalf of the Territory, maintaining strong governance arrangements, and ensuring the effective stewardship of funds dedicated to meeting the workers compensation liabilities of the Territory.

## **WHAT YOU WILL DO**

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The Chief Finance Officer (CFO) plays a significant role in the leadership and financial management of the PSWC Fund, reporting directly to and providing key support to the Executive Group Manager (EGM). The CFO coordinates and implements financial and statutory compliance strategies to ensure the PSWC Fund's assets are prudently managed and sufficient to meet its liabilities, with financial risks effectively mitigated by robust internal controls.

The Chief Finance Officer will:

- Provide high-level advice to the Public Commissioner on financial, investment and governance matters relating to the PSWC Fund.
- Provide leadership and oversight of the financial management of the PSWC Fund in line with relevant requirements for prudential management and governance including, monitoring financial and sustainability risks, coordinating advice and ensuring compliance with approved investment and funding governance arrangements.
- Liaise with other ACT government bodies and relevant stakeholders on financial management matters, and other accountability topics as required.
- Coordinate with the fund actuary to set appropriate workers compensation premium contribution levels, maintain adequate claims liability reserves, and evaluate tail claims outcomes.
- Coordinate with the Strategy and Services Branch with regards to the self-insurance arrangements and the performance and remuneration of the Third-Party Claims Administrator including the annual audit of internal controls relating to financial reporting.

- Act as the primary contact and coordination point in relation to the PSWC Fund financial management operations and investment activities, supporting effective decision-making through high-quality briefing and reporting.
- Manage procurement and contracts for actuarial and other related advisory and assurance services, ensuring value for money, probity and compliance with procurement frameworks.
- Lead, supervise and develop staff within the PSWC Fund Finance Team to ensure high-quality outputs, effective workload management and a positive, accountable team culture.
- Prepare and coordinate ministerial reports, briefs, submissions and other complex documents for the Government, Ministers and the Group.
- Be a member of the divisional leadership team, constructively support its members and contribute to its work;
- Participate in corporate initiatives from business unit to whole-of-Government level.
- Represent the ACT Government and the Group as required.

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

This position involves direct supervision of personnel.

## **WHAT YOU REQUIRE**

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

### **CAPABILITIES**

1. Demonstrated high-level management skills and extensive experience in the areas of financial management, prudential management and governance.
2. Demonstrated high-level strategic leadership with the capacity to lead change and manage risk in complex and diverse settings, displaying sound judgement, with decision making and problem solving skills.
3. Demonstrated ability to use contemporary people management practices to lead, develop and monitor the performance of a diverse team.
4. High level written and oral communication skills, including preparation and completion of briefs, correspondence, cabinet submissions and written reports as well as managing, building and maintaining effective stakeholder relationships.
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.

### **QUALIFICATIONS**

Tertiary qualifications and/or equivalent relevant experience in finance, actuarial, insurance, compliance, risk management or other related disciplines would be an advantage.

Experience in the areas of work health and safety, personal injury management and/or workers' compensation is highly desirable.

## WORK ENVIRONMENT DESCRIPTION

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The following work environment description outlines the inherent requirements of the role of the Senior Director - Chief Finance Officer 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                                                                                     | Frequently   |
| Sitting at a desk                                                                                              | Frequently   |
| Standing for long periods                                                                                      | Never        |
| Designated workstation <a href="#">Please note this is a position in an activity based working environment</a> | Never        |

| 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 | Never      |
| Access to Accrued Days Off (ADO's)                                                         | Never      |
| Peaks and troughs                                                                          | Frequently |
| 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          | Never        |
| 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 | Occasionally |

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

Further information on working at ACT Government can be found at:

<https://www.jobs.act.gov.au/work-with-us>

Further information on working at CMTEDD can be found at:

[http://www.jobs.act.gov.au/\\_data/assets/pdf\\_file/0010/839467/Working-in-CMTEDD.pdf](http://www.jobs.act.gov.au/_data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf)