



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Division: Corporate

Business Unit: People and Capability

Position Title: Director, Learning and Development

Position Number: 55528

Classification: Senior Officer Grade B

Location: Hybrid/Canberra City

Last Reviewed: July 2026

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and 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

Corporate provides a range of strategic, governance, organisational development, administrative and human resource functions for the Chief Minister and Treasury and Economic Development Directorate. The Executive Group Manager is also the CMTEDD Senior Executive Responsible for Business Integrity and Risk.

BUSINESS UNIT OVERVIEW

Corporate People and Capability support the Directorate through the provision of a broad range of strategic human resource management functions including work health and safety, learning and development, workplace culture and HR policy, organisational design, and workforce planning. The Corporate People and Capability team also provides specialist advice and coaching for managers to support them in the fulfilment of their people management responsibilities.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, and innovation, as well demonstrate the related signature behaviours.

POSITION OVERVIEW

As the Director of the Learning and Development team you will be responsible for the planning, development and management of programs and initiatives that enhance the capability of the directorate to meet current and future business requirements. This includes training programs, eLearning, leadership development, and staff mentoring as well as strategies and policies to inform learning and development planning into the future.

WHAT YOU WILL DO

Working with a high degree of independence and accountability, this position is responsible for:

1. Leading the development, implementation and review of strategic initiatives which build organisational capability and promote an inclusive workplace culture.
2. Leading the development, delivery, and continuous review of the CMTEDD training catalogue, including leadership programs to enhance leadership effectiveness and provide leadership development pathways.
3. Supporting the ongoing performance and maintenance of the Learning Management System and ensuring the CMTEDD Required Learning Framework is accurately communicated, managed, and reported.
4. Overseeing induction and onboarding programs for new employees.
5. Conducting training needs analysis to identify capability gaps and inform training priorities, ensuring fit for purpose learning and development solutions.
6. Working closely with the Culture and Employee Engagement team to deliver on employee engagement, inclusivity, culture, and values initiatives.
7. Leading the Learning and Development team, ensuring team objectives are achieved and supporting team members.

This position involves direct supervision of employees.

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. Advanced proficiency in adult learning, instructional design and training evaluation and/or demonstrated experience in leading innovative organisation development program design to support organisational capability, performance, and values.
2. Demonstrated research, analytical and high-level project management skills to develop and implement strategic human resource initiatives.
3. Proven high level written and oral communication skills, including the ability to prepare reports and other documents of a complex nature.

Behavioural Capabilities

4. Excellent leadership, coaching and influencing skills and ability to establish and maintain effective and diverse business partnerships, including with executive stakeholders, clients, and training providers, through collaboration, engagement, and responsiveness.
5. Adaptability to changing circumstances and multiple priorities while managing a constantly changing, complex and diverse environment.

Compliance Requirements / Qualifications

6. Relevant tertiary qualification (e.g., human resources, organisational development, psychology) is highly desirable but not essential.
7. This position does not require a pre-employment medical.
8. This position does not require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of and indicates how frequently each of these requirements would be performed.

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	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
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)	Frequently
Working in a call centre environment	Never
Working directly with the public	Never

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	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	Never

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	Never

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