

POSITION DESCRIPTION

Directorate:	Education
Branch:	People and Performance
Section:	People and Conduct
Position Title:	Assistant Director Injury Management Business Partner
Position Number:	P43948
Classification:	Senior Officer Grade C (SOG C)
Immediate Supervisor:	Director - HR and IM Business Partner, People and Conduct
Security Clearance Required:	No
Location:	Hedley Beare Centre for Teaching and Learning, Stirling ACT
Last Reviewed:	August 2026

DIRECTORATE OVERVIEW

The Education Directorate is one of nine ACT Government Directorates established with a collaborative purpose to achieve the ACT Government's priorities and to serve the community. The Education Directorate services include the provision of public-school education, regulation of education and care services, registration of non-government schools and home education.

What is important to us: We are an education system that empowers our young people to thrive in ways that foster a democratic, equitable, diverse and prosperous society.

Our Mission: We develop and deliver educational services to empower each young person in the ACT to learn for life.

Our Vision: to be a leading learning organisation where people know they matter. Our Directorate values of respect, integrity, collaboration, and innovation reflect the employee values of the ACT Public Service.

The ACT public education system continues to expand with over 50,000 students attending 90 public schools, comprising:

- early childhood schools
- preschools (including Koori preschools)
- primary schools
- high schools (years 7 to 10)
- colleges (years 11 and 12)
- specialist schools
- preschool to Year 10 schools
- year 7 to 12 school.

The Directorate is structured around five groups: School Improvement; System Policy and Reform; Business Services; Safe at School; and Service Design and Delivery. The Directorate employs over 8,000 staff including over 4,700 school teachers and leaders.

The Directorate operates within a 'One ACT Government' framework to facilitate the implementation of whole-of-government priorities and initiatives. The ACT Government's vision for the Territory is embodied in the following strategic themes – quality health care; a fair and safe community; excellent education, quality teaching and skills development; a strong dynamic economy; a vibrant city and great neighbourhoods; a sustainable future; and high-quality services.

A link to the Directorate's organisational chart is <https://www.education.act.gov.au/about-us/who-we-are>.

BRANCH OVERVIEW

The People and Performance Branch incorporates Recruitment; People and Conduct, including HR Business Partners, Injury Management and People Cases; Workplace Relations; New Educator Support Program; Teacher Workload Reform; and People Strategy, including People Capability, Diversity and Inclusion and the Workforce Analytics and Strategy team. The Branch is responsible for providing quality, client focused services to maintain a highly skilled, sustainable workforce.

This includes:

- providing high quality, client focused human resources services to ensure the Directorate maintains a highly skilled, sustainable workforce
- providing expert advice and assistance to senior executives on a broad range of strategic HR management activities in accordance with relevant legislation, policies and guidelines
- building organisational capability to achieve the outcomes of the strategic plan
- developing and implementing Directorate strategic for workforce planning (including increasing teacher effectiveness)
- strategically analysing workforce data to underpin evidence-based advice and support to the Directorate executive
- building capacity of school principals as workforce leaders and managers
- supporting continuous improvement through workplace agreements
- maintaining effective partnerships to ensure client focused services
- ensuring the values and behaviours of the Directorate are upheld through strong HR policy and procedures.

POSITION OVERVIEW

The Assistant Director Injury Management Business Partner (IMBP) sits within the People and Conduct team of the People and Performance Branch. The IMBP is part of the greater HR Business Partnering team and is responsible for the front-end management of workers' compensation and non-compensation matters. The Assistant Director IMBP provides injury management advice and long-tail claim management across the Directorate's workforce. The Assistant Director IMBP plays a critical role in building and maintaining positive relationships with key stakeholders including Chief Minister, Treasury, Economic Development Directorate (CMTEDD) Injury Management Team and EML. 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.

WHAT YOU WILL DO

In accordance with Directorate Policies:

1. Provide case management liaison support for workers compensation claims and non-compensation matters, including the provision of day-to-day injury management support and advice to Directorate staff on all matters relating to workers compensation, early intervention, workplace rehabilitation, return to work services and medical/health assessments.
2. Liaise with stakeholders and managers to proactively identify and facilitate Return to Work opportunities for workers compensation and non-compensation employees and provide advice to the CMTEDD Injury Management Team regarding these opportunities.
3. Arrange return to work and/or workplace re-integration meetings with all relevant parties to ensure an effective transition of the worker to the workplace.
4. Provide advice and facilitate referrals for injury management processes including independent medical assessments and the management of medical redeployment and retirement processes.
5. Attend and represent the Directorate at EML Pre-Liability Case Conferences (PLCC's).
6. Assist with the coordination of the Directorate's response on any worker compensation related Administration Appeals Tribunal (AAT) matters.
7. Analyse injury management data to generate formal communications including briefings and monthly reports and utilise available data to deliver strategic and evidence-based injury management business partnering initiatives.
8. Collate and prepare employer statements for complex Worker's Compensation claims.
9. Assist in the delivery of injury management projects and business improvement initiatives.
10. Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the directorates Work Health and Safety system.

WHAT YOU REQUIRE

Professional and Technical Skills, and Knowledge

1. Demonstrated experience in developing and implementing high quality Injury Management Programs and Return to Work plans in a large complex working environment.
2. Extensive knowledge and implementation of the Workers Compensation Legislation and supporting regulations and codes.
3. Excellent interpersonal, teamwork and leadership skills including the ability to consult and negotiate on sensitive human resource matters.
4. Highly developed written and oral communication skills including the ability to prepare reports, briefings, analyse information and data, and negotiate, influence and liaise with key stakeholders on complex injury management matters.
5. Demonstrated understanding and commitment to the implementation of the principles of Respect, Equity and Diversity (RED), ACTPS values and principles, participative work practices, work health and safety, staff development and training.

Behavioral Capabilities

1. Ability to handle personal or sensitive information appropriately, maintaining proper confidentiality at all times.
2. Demonstrated ability to deliver on commitments, building trust with stakeholders and colleagues especially under the pressure of multiple priorities and deadlines.
3. Demonstrated understanding and commitment to the implementation of the principles of Respect, Equity and Diversity (RED), ACTPS values and principles, participative work practices, work health and safety, staff development and training.

Compliance Requirements / Qualifications

1. This position does not require a pre-employment medical.
 2. This position does not require a Working with Vulnerable People Check.
 3. This position requires a solid understanding of injury management in a HR context or relevant qualifications/experience in a similar role.
 4. Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/Practicing Certificate.
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