POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Division: Economic Development

Business Unit: Finance and Business Services

Position Title: Assistant Director HR, WHS and Business Services

Position Number: P54238

Classification: SOGC

Location: Canberra City

Security Clearance Required: No

Last Reviewed: October 2026

The 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 as the related signature behaviours.

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

The role of Economic Development is to facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city.

Economic Development is made up of the following business functions:

- Innovation, trade, investment and general business development
- Higher education (including vocational education and training)
- Tourism and major events
- Arts and culture
- Sports and recreation
- Major venues
- Strategic Infrastructure Coordination

Economic Development also has responsibility for coordinating and delivering a range of key strategic initiatives and major projects.

BUSINESS UNIT OVERVIEW

The Finance and Business Services Team supports Economic Development to deliver the ACT Government's objective of diversifying and strengthening the ACT economy to create a vibrant community for Canberrans and for people visiting Canberra.

The Finance and Business Services Team is responsible for the following functions:

- Financial services;
- Grants support and administration;
- Human Resources (HR), Work Health & Safety (WHS) Coordination, and Governance advice and support; and
- Business improvement solutions and management.

POSITION OVERVIEW

The Assistant Director HR, WHS and Business Services role provides advice and support across Economic Development business units in line with ACTPS and Directorate HR and WHS policies, as well as advice and support across governance, and business improvement functions. The position plays a key role in ensuring the delivery of high-quality administrative, corporate, and business services to support the operations of business units across Economic Development.

WHAT YOU WILL DO

Under the general direction of the Director, Economic Development WHS Coordination and Business Services, you will:

1. Contribute to providing high-quality HR and WHS services for Economic Development staff. This includes understanding agency policies and programs; assisting staff with HR and WHS related matters; and using contemporary HR and WHS systems to provide monthly, quarterly and other reporting across the portfolio.
2. Supporting the Director, work in partnership with Economic Development business areas and employ productive working relationships to achieve individual, team and organisational objectives across the portfolio. This includes assisting The WHS Co-Ordinator with a range of HR and WHS activities, and business improvement solutions.
3. Contribute to business results with integrity. This includes ensuring a consistent and fair divisional approach to all matters.
4. Contribute to improved ways of thinking, engaging, and delivering support services to assist ED business units. This includes leading and facilitating collaborative business process mapping sessions and exercises to inform robust corporate processes and procedures.
5. Deliver a high standard of customer service for all stakeholders and Economic Development Staff.
6. Assist with the development, improvement, and delivery of high-quality business services for the division. This includes using available systems to increase efficiency and strategically streamline processes and procedures.
7. Assist with the management of systems-related change for ED. This includes, where required, becoming a subject matter expert/contact point for new or revised information management or other online systems such as SharePoint and PowerBI.
8. Comply with the ACTPS Code of Conduct, CMTEDDs Core Values and Signature Behaviours, ACTPS Respect Equity and Diversity framework and the requirements of CMTEDD's Work Health and Safety Management System – PeopleSafety.
9. This position includes the direct supervision of staff.

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. Proven ability and experience in providing high-quality, human resource and business service support and reporting within compliance frameworks. This includes the ability to research, analyse and interpret information and data, and to communicate complex issues clearly through high-quality oral and written communication tailored to a range of audiences.

2. Demonstrated understanding of the principles of effective WHS risk management and the ability to support business areas to understand and comply with WHS policy and WHS management system requirements.

3. Demonstrated ability to exercise initiative, identify when service improvements are needed and develop effective ways in which appropriate improvements can be achieved, and adapt work practices in response to changing demands in the workplace.

Behavioural Capabilities

4. Demonstrated high-level conceptual and reasoning skills including the ability to improve organisational culture by influencing and challenging self and others.

5. A strong history of developing and fostering productive working relationships, and the proven ability to effectively engage, liaise, and influence key stakeholders across both operational and enabling services, and ability to mentor and upskill key staff and cultivate executive engagement.

Compliance Requirements / Qualifications

- A tertiary qualification in Human Resources, Business or related field will be well regarded.

- Tertiary qualifications in WHS (specifically the Certificate IV in WHS, or higher), or willingness to undertake, are highly desirable. Extensive industry experience will be highly regarded.

- Experience using Microsoft products including SharePoint, Visio, Excel, Power BI, etc, is highly desirable

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, HR, WHS, and Business Services (P54238) 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.

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	Occasionally
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	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)	Occasionally
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	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never

Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

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	Occasionally
Exposure to potentially distressing case material	Occasionally

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