



POSITION DESCRIPTION

Directorate: Infrastructure Canberra (iCBR)

Position Number: P70974

Division: People, Engagement and Operations

Classification: SOGB

Business Unit: Culture and Industry

Last Reviewed: June 2026

Position Title: Director, Culture and Industrial Relations

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 as demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

Infrastructure Canberra's vision is to enrich and connect our communities through sustainable and transformative infrastructure, places and spaces. At iCBR, we are the Territory's expert on capital infrastructure and our purpose is to efficiently develop, deliver and maintain infrastructure, places and spaces with our partners, for our community.

Our strategic priorities:

- Our people and our culture at our heart
- Excellence in service
- Partnering for success
- Better tools for outstanding outcomes.

We value safety, integrity, respect, excellence, innovation and collaboration and we uphold Yindyamarra to respect, honour, be kind, be gentle and be careful in every aspect of our work.

Our core functions:

- Supporting the planning, and leading the procurement and deliver, of government infrastructure programs and projects in partnership with ACT Government directorates.
- Leading leasing and associated property management and maintenance services across the ACT Government property portfolio.
- Leading the development, procurement and delivery of large scale infrastructure projects for the ACT Government.

- Coordinating and shaping the ACT Infrastructure Plan and Pipeline, and developing a portfolio and program management framework to support ACT Government infrastructure initiatives.

Providing strategic advice, expertise and assurance across the ACT Government and decision-makers, industry and key stakeholders on infrastructure policy, investment, planning, delivery and management.

DIVISION OVERVIEW

People, Engagement and Operations is dedicated to fostering a vibrant, inclusive, and collaborative environment across iCBR, our partners, communities and stakeholders. Our mission is to set and drive iCBR's strategic direction with a primary focus on developing, enhancing and implementing communication, engagement, capability, cultural, transformation, corporate services and work health and safety initiatives across the organisation.

We are accountable for a range of functions including organisational strategy, transformation and culture, learning and development, industry and industrial relations, communications, stakeholder and community engagement, corporate governance, ministerial and cabinet services, human resources and work health and safety across all iCBR projects, programs and operations. We develop and implement organisational approaches and ways of working to deliver on our strategic priorities and provide the guidance and support for our people and partners to embed safety, cultural, diversity, equity and inclusion practices into their everyday work.

Our focus is on building a values-based culture supporting our people and services to be adaptable and dynamic, empowering our people to achieve wellbeing, high performance and collective success through various initiatives including strategy and people plans, capability and learning and development frameworks and people focused safety programs.

We strive to enhance organisational excellence and maximise value. We drive and incubate innovation and opportunities to challenge the status quo, foster collaboration and communities of practice to embed continuous improvement and learning practices and optimise outcomes. This includes embedding a culture of safety, robust governance, and effective people, engagement and operational services to support the delivery of iCBR's strategic priorities.

BUSINESS UNIT OVERVIEW

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, and Yindymarra, as well demonstrate the related signature behaviours.

Culture and Industry

The Culture and Industry branch is pivotal in fostering strong relationships and driving excellence within the infrastructure sector. We lead initiatives that build industry capability and foster collaboration, supporting iCBR's strategic priorities through targeted programs, partnerships, and

engagement. Our work includes coordinating sponsorships and memberships with key industry and professional organisations to enhance alignment and impact.

As the centre for industrial relations expertise, we provide education, consultation, and awareness to shape the workforce culture and practices of iCBR. This includes managing machinery-of-government changes, enterprise bargaining agreements, and broader workforce transitions.

We shape and drive organisational strategy, planning and performance and build and embed effective ways of working to support delivery of iCBR's strategic priorities. We also work with our people to ensure cultural values are embedded and practiced in all that we do.

We shape organisational capability and development through training and development frameworks, including providing core learning and development training modules for our people, encompassing both ACT Government-wide and iCBR-specific programs. We offer advice, guidance, templates, and frameworks for professional development plans, capability uplift and staff onboarding.

We support the functions of the ACT Chief Engineer and Board of Engineering Excellence through the Office of the Chief Engineer. The ACT Chief Engineer provides strategic advice on infrastructure projects, advocates for the role of engineering and ensures the ACT Government has the relevant engineering skills to deliver high quality engineering outcomes.

POSITION OVERVIEW

The Director, Culture and Industrial Relations is a member of a small team who provides high level strategic and operational advice on culture, employment, industrial and workplace relations issues.

The team is responsible for developing, negotiating and implementing iCBR elements of enterprise agreements, related policies and processes, and for providing quality IR and culture advice to Infrastructure Canberra. The team also responds to matters of workplace culture, including staff survey results and ad hoc matters, and maintains people-focused action plans and diversity initiatives.

The position requires professionalism, commitment to the delivery of quality and timely outputs and an understanding of the importance of maintaining confidentiality and discretion in all aspects of work.

WHAT YOU WILL DO

Under limited direction, you will provide professional advice and services in relation to the industrial relations framework and people-focused initiatives, including governance, stakeholder, client and customer engagement, consultation, and evaluation and reporting frameworks. Specifically, the Director, Culture and Industrial Relations will:

1. Provide and/or contribute to high level briefings and strategic advice on complex industrial relations matters to the directorate on the content of common terms and conditions of service within employment related legislation and enterprise agreements.

2. Play a leading role in the development, research, implementation and review of best practice industrial relations and procedure, including the provision of advice, preparation of policies, processes and factsheets, and implementation of enterprise agreements.
3. Apply knowledge of contemporary people and culture policy, practice and frameworks to develop innovative solutions and proposals to modernise the directorate.
4. Provide support, assistance, timely and systematic advice and reporting on the industrial relations framework.
5. Lead diversity initiatives such as the development and implementation of people-focused plans and related initiatives.
6. Maintain a high level of confidentiality in all aspects of the work and deal sensitively with issues as they arise.
7. Demonstrate behaviours consistent with the ACT Government's Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with the Directorate's Work Health and Safety system.

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. Demonstrated practical knowledge and strategic experience in industrial relations or another employment related activity within a public sector context, including an understanding of whole-of-government industrial relations strategies, policies, processes and procedures.
2. Exceptional problem solving, critical thinking and strategic policy/project development, particularly in a government setting.
3. A proven ability to deliver critical projects within a complex and constantly changing people environment, whilst managing competing priorities.
4. Strong strategic and analytical skills and demonstrated ability to plan and develop culture improvement plans and frameworks.
5. Proven ability to manage competing priorities, exercise initiative and deliver high-quality outputs under pressure in a fast-paced environment, working both independently and collaboratively.

Behavioural Capabilities

6. Understanding of public service values covering ethical standards and commitment to the principles of workforce diversity, participative work practices, work health and safety and staff development and learning.
7. A strong record of leading, motivating and developing people in an environment focused on continuous improvement .

Compliance Requirements / Qualifications

- Relevant tertiary qualifications and/or relevant experience in public sector employment or industrial relations in a diverse organisation would be highly regarded.
 - This position does not require a pre-employment medical.
 - This position does not require a Working with Vulnerable People Check.
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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 ACTPS 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	Frequently
Graphical/analytical based	Frequently
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	Frequently
Frequent overtime	Occasionally
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	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
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	Occasionally
Exposure to potentially distressing case material	Occasionally

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