



POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit/Agency	Corporate
Branch	People and Workplace Strategy
Position Number	P67808
Position Title	Senior Director, HR Business Partnering and Injury Management
Classification	Senior Officer Grade A (SOGA)
Location	Canberra City
Last Reviewed	November 2025

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

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient and inclusive community.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and support a democratic society;
- Strengthens community safety;
- Protects people's legal and human rights and interests;
- Cares for and supporting people who are at a higher risk of vulnerability;
- Enhances timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Supports formal partnerships and shared decision making with First Nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.

The Directorate advises and supports the following ministerial portfolios:

- Chief Minister
- Attorney-General
- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-Time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

BUSINESS UNIT/AGENCY OVERVIEW

JACS Corporate, comprises JACS' corporate functions of finance, governance, ICT, human resources, business support and media and communications. It is a client focused division that provides support and strategic advice to business units and partners with them to deliver on the Directorate's strategic and operational objectives.

JACS Corporate is led by the Chief Operating Officer (COO) and consists of five corporate functions: Governance and Business Improvement; People and Workplace Strategy (PWS); Strategic Finance; and the Office of the COO.

The Corporate team fosters the ACT Public Service values (Respect, Equity, Collaboration and Innovation) and demonstrates the related signature behaviours that underpin the Directorate's service delivery to the community.

BRANCH OVERVIEW

The People and Workplace Strategy (PWS) team provides a range of strategic human resource management services, including HR advice relating to workforce capability, workforce governance/management, as well as policy development and implementation, industrial relations, workplace culture, organisational development, safety health and wellbeing, injury prevention and management services, and workforce inclusion.

POSITION OVERVIEW

The Senior Director, HR Business Partnering and Injury Management, is responsible for leading the teams in providing specific business-focused HR advice and support to clients and stakeholders across the Directorate. This includes but is not limited to complex employment, and workplace matters such as managing workplace behaviours, misconduct, workplace grievances and specialist advice as it relates to employment frameworks and workers compensation and non- compensation

matters.

As a subject matter expert, you will manage a small team who work across diverse business units and portfolios to deliver positive outcomes for the Directorate.

WHAT YOU WILL DO

Under the broad direction of the Executive Branch Manager (EBM), the Senior Director, will:

1. Lead the HR Business Partnering and Injury Management functions in the delivery of proactive and reactive HR services to the Directorate.
2. Manage and lead the Directorate's response to complex and highly sensitive people management matters.
3. Take a multi-faceted approach to facilitate effective, consistent and empowered people management including advising, guiding and coaching team members and managers; providing ideas and challenging leaders to act as a catalyst for change; and enhancing leader capability in people management.
4. Design, deliver, drive and evaluate contemporary strategic and operational people services, programs and initiatives.
5. Provide human resources advice and recommendations to executive/other leaders to enhance and inform the best contemporary practices; enable compliance with legislative and industrial requirements; and risk-managed decision making.
6. Work collaboratively with the EBM as a senior leader of PWS to support the optimal management and delivery of branch outcomes.
7. Undertake other duties appropriate to classification level that contribute to the Directorate.
8. Model the ACT Government Values, the Respect, Equity and Diversity Framework and good Work Health and Safety practices.

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. Recent experience in leading a HR Business Partnering and / or injury management team and function.
2. Strong knowledge and experience in leading contemporary employment practices and injury management / prevention practices including solid knowledge of relevant legislative and employment frameworks.
3. Demonstrated experience in dealing with complex and highly sensitive workplace and injury management matters, including the ability to lead the Directorate's response to such matters.
4. Ability to provide sound and evidence-based advice including the ability to engage with relevant stakeholders as required.

Behavioural Capabilities

1. Proven ability to build and sustain productive working relationships with internal and external stakeholders, through collaborating and negotiating capabilities to achieve outcomes.

2. Demonstrated ability to apply high-level conceptual and reasoning capabilities including capacity to investigate, analyse, evaluate and integrate diverse issues into practical and effective people solutions in accordance with relevant legislation, policies and frameworks.
3. Demonstrated ability to communicate with influence, clarity and confidence, including providing subject matter expertise to stakeholders.
4. Adaptability and resilience to positively respond to changing business priorities and requirements.

Qualifications/ Compliance Requirements

- Qualifications in, or extensive experience in human resources or industrial relations are highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Director, People Cases (**P67808**) 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)	Occasionally
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 (ADOs)	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	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	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	Frequently
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 required	Never