POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate	Position Number: P55254
Division: Office of Industrial Relations and Workforce Strategy	Classification: ASO5
Business Unit: Public Sector Industrial Relations	Location: Canberra City
Position Title: IR Branch Support	Last Reviewed: September 2026

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, Directorate Ministers and 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 Sector (ACTPS), to ensure that it is well positioned to perform its role.

DIVISION OVERVIEW

The Office of Industrial Relations and Workforce Strategy (OIRWS) provides the formal structure to lead the ACT Public Sector (ACTPS) industrial and employment agenda into the future. The OIRWS has a very strong and clear focus on education, consultation and awareness raising.

OIRWS was established to support a more effective ACTPS – where strategy, industrial relations, WHS and employment policy and governance is developed and delivered in a consistent and collaborative manner.

The intent is to build greater trust with, and between, all stakeholders and ensure that employee workplace experiences are consistent across the ACTPS.

OIRWS has a broad remit across the people, service, policy, regulatory and property portfolio. Across our four organisational pillars, we:

- lead whole of service workforce transformation strategy, policy, and programs;

- provide strategic advice to the ACT Government on public sector employment;
- support good governance in the public sector by developing effective workplace relations policy and industrial frameworks;
- support good governance in integrity practice and frameworks;
- provide support to the Head of Service, the Strategic Board, and its sub-committees;
- provide health and safety services and safety system improvement programs to directorates;
- manage the public sector workers' compensation self-insurer;
- manage the ACT private sector workers' compensation Scheme (the Scheme) - including policy, legislation, and the supervision of the ACT Default Insurance Fund;
- provide advice and development of legislation on industrial relations (including workplace health and safety, dangerous substances and asbestos, workers' compensation, workplace privacy, portable long service leave and the public sector employment framework);
- influence national work health and safety and injury management policies, legislation and initiatives via the SafeWork Australia process;
- provide a range of centralised corporate support services to directorates and agencies including but not limited to financial functions, payroll and payroll reporting, recruitment and new employee onboarding, and corporate functions; and
- provide expert community and government property management and accommodation services on behalf of the ACT Government.

OIRWS consists of:

- Employment and Industrial Relations Group;
- Public Sector Policy and Integrity Group;
- Work Safety Group;
- Cultural Transformation Group.

BUSINESS UNIT OVERVIEW

The Public Sector and Industrial Relations Branch is a branch within Office of Industrial Relations and Workforce Strategy (OIRWS). Our purpose is to provide high level strategic and operational advice on whole of government employment, industrial, and workplace relations issues.

The Branch is responsible for developing, negotiating, and implementing enterprise agreements, related policies and processes, and providing quality advice to the ACT Government, directorates and public sector bodies. The team is also responsible for the interpretation, application, and implementation of Public Sector employment related legislation.

Our Objectives are to:

- Establish innovative approaches to address emerging and future workforce challenges.
- Build capability and maturity in the ACTPS approach to employment frameworks, practices and policies.
- Attract and develop high performing people, providing for an engaged and skilled team.
- Foster collaboration and build partnerships with stakeholders to enhance exchange of knowledge and expertise.

POSITION OVERVIEW

The position of the IR Branch Support is a member of a small team which provides high level strategic and operational advice on whole-of-government employment, industrial and workplace relations issues.

The team is responsible for developing, negotiating and implementing enterprise agreements, related policies and processes, and for providing quality advice to the ACT Government and Directorates. The team is also responsible for the application, implementation and interpretation of Public Sector employment related legislation.

This 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.

DIVERSITY STATEMENT

ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are strongly encouraged to apply.

WHAT YOU WILL DO

Under limited direction, the Industrial Relations and Employment Conditions Officer will:

1. Administer the EBA inbox, triaging incoming requests and ensuring matters are responded to or referred appropriately and in a timely manner.
2. Coordinate branch-wide tasking and workflow, including allocating requests, monitoring progress and following up on outstanding actions.
3. Maintain oversight of branch priorities, deadlines and deliverables, supporting the escalation and coordination of urgent or competing priorities.
4. Coordinate branch meetings and forums, including scheduling, logistics, agendas, meeting materials, and recording and tracking actions and outcomes.
5. Maintain distribution lists and support timely and consistent communication of key updates, decisions and information across the Branch and with stakeholders.
6. Provide responsive day-to-day administrative and coordination support to support the effective operation of the Branch and information flow across teams.
7. Contribute to the continuous improvement of branch administrative processes, systems and ways of working.
8. Demonstrate behaviours consistent with the ACT Government's Respect, Equity and Diversity
9. 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 **selection criteria** that are required to perform the duties and responsibilities of the position.

PROFESSIONAL / TECHNICAL SKILLS AND KNOWLEDGE

- Industrial relations/employment knowledge: Demonstrated experience in industrial relations, employment matters or a related area, with an understanding of relevant policies and procedures.
- Research and analysis: Ability to research and interpret information and data, identify relevant issues and provide clear, accurate and consistent advice, with strong attention to detail.
- Work management: Demonstrated organisational skills, including the ability to manage competing priorities, meet deadlines and deliver high-quality work in a busy environment.
- Written communication: Ability to prepare clear, accurate and fit-for-purpose written material, including correspondence, advice and other workplace documentation.

BEHAVIOURAL CAPABILITIES

- Values alignment: Demonstrated commitment to the ACTPS values and ability to apply these values consistently in day-to-day work and interactions with others.
- Stakeholder engagement: Ability to build and maintain productive working relationships, understand stakeholder needs and communicate effectively with a diverse range of internal and external stakeholders.
- Communication and influence: Well-developed communication skills, with the ability to clearly explain information, contribute to discussions, and work collaboratively to achieve appropriate outcomes where different views exist.
- Problem solving: Demonstrated analytical and problem-solving skills, including the ability to exercise sound judgement, identify issues and develop practical solutions to employment-related and operational matters.
- Initiative: Demonstrated initiative and ability to work with limited supervision, take responsibility for allocated work and seek guidance where appropriate.
- Teamwork: Ability to work collaboratively, support colleagues and contribute positively to a constructive, inclusive and effective team environment and the continuous improvement of work practices.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Appropriate experience working in an employment/industrial relations setting is desirable.
- Knowledge of ACT Public Sector Whole-of-Government strategies, processes and procedures is desirable.
- To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen, permanent resident or applicable visa holder.
- This position does not require a pre-employment medical.
- 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 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

This position operates within an Activity Based Working (ABW) environment. ABW is a transformation in the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

ADMINISTRATIVE	**FREQUENCY**
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation (Frequently if working from home)	Occasionally (when working from home)

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	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)	Never

Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting O - 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	Never
Frequent travel - driving	Never
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	Occasionally

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