ACT Government
Chief Minister, Treasury and Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Division: Office of Industrial Relations and Workforce Strategy

Business Unit: Strategy and Services Branch, Work Safety Group

Position Title: Executive Branch Manager, Strategy and Services Branch, Work Safety Group

Position Number: E01312

Classification: Executive 1.4

Location: 220 London Circuit, Canberra City/Ngunnawal Country

Last Reviewed: 22 October 2026

DIRECTORATE OVERVIEW

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, Treasurer, Minister for Economic Development and the Cabinet on policy, financial and economic matters, service delivery and whole of government issues. The directorate facilitates the implementation of government priorities and drives many new initiatives, including Access Canberra which provides a range of ACT Government shopfront and regulatory services. The directorate is also responsible for Shared Services which provides financial, ICT and HR support across government. The Director-General of CMTEDD is also the Head of Service.

DIVISION OVERVIEW

The Office of Industrial Relations and Workforce Strategy (OIRWS) was established to continuously improve ACT employment conditions and workforce productivity.

It brings together the staff, systems and infrastructure responsible for ACT public sector workforce planning, health, safety, integrity and employment conditions, the ACT industrial relations policy and legislative arms and related service areas. It will:

- optimise ACT workplace relations regulatory frameworks by monitoring the performance of and reforming work health and safety, workers' compensation, public sector employment, workplace privacy and portable long service leave legislation;
- provide community and government property management and accommodation services and manage the Secure Local Jobs Code; and
- build the capacity, capability and agility of the ACT public service by:
    - developing and leading innovative workforce transformation strategies, policies and programs

- devising and delivering workers' compensation, health, safety and wellbeing services and programs that improve workforce health and resilience
- developing progressive employment policy and promoting its consistent and compliant application
- ensuring exemplary professional standards and accountability via integrity practice and frameworks
- providing efficient and effective support services to the ACT public sector including financial functions, payroll and recruitment.

The work of the OIRWS will develop and maintain cooperative and constructive relationships with its stakeholders, focussing strongly on education, consultation and awareness raising.

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

WORK SAFETY GROUP OVERVIEW

The Work Safety Group is responsible for:

- management and prevention of workplace injuries and workers' compensation self-insurance arrangements for the ACT Public Sector
- management of the ACT private sector workers' compensation Scheme (the Scheme) - including policy, legislation and the supervision of the ACT Default Insurance Fund
- the provision of health and safety services and safety system improvement programs to ACT government directorates
- the provision of advice and development of legislation on industrial relations (including workplace health and safety, dangerous substances and asbestos, workers' compensation, workplace privacy and portable long service leave)
- support for the ACT's contribution to the national harmonisation of work health and safety and workers' compensation laws.

BUSINESS UNIT OVERVIEW

The Government has a strategic intent to realise the health benefits of good work through healthy and safe work and workplaces. This requires an intentional and integrated approach to work health, safety and wellbeing through the prevention of harm, promotion of health and support when illness or injury occurs.

The Strategy and Services Branch conceptualises, designs, implements and evaluates an integrated and contemporary program of work to optimise the health, safety and wellbeing of ACT public sector employees. In doing so, it monitors, manages and continuously improves:

- the whole of government WHS framework, including the suite of supporting health, safety and wellbeing policies, guidance, tools and advisory services
- public sector workers' compensation claim administration, return to work and work rehabilitation services and non-compensable medical incapacity services
- early intervention programs and initiatives.

The Branch ensures the ACT workers' compensation self-insurer complies with Comcare licence conditions and associated legislation and manages the relationship with Comcare and the Safety Rehabilitation and Compensation Commission (SRCC), including support for the ACT's SRCC Commissioner.

DUTIES / RESPONSIBILITIES

The Executive Branch Manager will champion the branch's workforce health and wellbeing vision and oversee whole of government approaches to deliver on this strategic intent.

The Executive Branch Manager reports to the Executive Group Manager, Work Safety Group and provides strategic and operational leadership of the branch, working collaboratively with internal and external stakeholders.

The Executive Branch Manager:

- has an excellent understanding of ACT public sector risks and issues impacting work safety, wellbeing and work rehabilitation performance
- leads and is accountable for the quality, efficiency and effectiveness of the branch services having close regard to user feedback, which is actively sought
- continuously improves the capability and capacity of the branch, ensuring that staff skills and development, systems and other branch governance and infrastructure are aligned to strategic objectives
- takes responsibility and is accountable for the performance of key contracts and third-party providers
- ensures that program design and continuous improvement initiatives are thoroughly consulted with internal and external stakeholders, data-informed, evidence-based and tailored to the needs of our workplaces
- works collaboratively with internal and external policy areas to deliver and contribute to policy development and review, ensuring a future focus that encompasses workforce participation and productivity
- contributes to the overall management of the group as part of the executive management team
- provides leadership and supervision to clinical and technical staff managing policy and program delivery.

To be effective in the role, the Executive Branch Manager should have/exercise:

- leadership and executive management experience;
- an established record in delivery of WHS, wellbeing and/or work rehabilitation programs;
- strong contractor management skills and experience
- highly developed written and oral communication skills;
- excellent negotiating and influencing skills
- tertiary qualifications or significant leadership experience in insurance, allied health or work health and safety.

In addition, Senior Executive Service (SES) members must do their job in accordance with the closing the gap principle. Further information about the closing the gap principle is included in section 8(4) of the Public Sector Management Act.

SELECTION CRITERIA

A commitment to public service integrity and people management is essential.

Applicants should be able to demonstrate their capacity to be responsive, manage a diverse workload with competing priorities to meet tight deadlines, and contribute to and support various activities across the division and directorate.

Tertiary qualifications or significant leadership experience in insurance, allied health or work safety fields are highly preferred.

The successful applicant will be engaged under an executive contract. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Applications should address the selection criteria below which are based on the ACTPS Executive Capabilities:

Leads and values people

- Motivates and develops people
- Values diversity and respects individuals
- Builds a culture of improving practice

Shapes strategic thinking

- Inspires a sense of purpose and direction
- Encourages innovation and engages with risk
- Thinks broadly and develops solutions

Achieve results with integrity

- Develops organisational capability to deliver results
- Manages resources wisely and with probity
- Progresses evidence-based policies and procedures
- Shows sound judgement, is responsive and ethical

Fosters collaboration

- Listens and communicates with influence
- Engages efficiently across government
- Builds and maintains key relationships

Exemplifies citizen, community and service focus

- Understands, anticipates and evaluates client needs
- Creates partnerships and co-operation
- Works to improve outcomes.

Executive Capabilities are a way of describing the behaviours that characterise successful ACTPS executives and the values and personal attributes that support these behaviours. They also provide an integrated and consistent means of assisting executives to identify developmental needs and achieve significant and measurable growth in areas such as leadership, strategic vision and effective management.

Information on Executive Capabilities for the ACTPS is available here.

- This position does not require a pre-employment medical.
- This position does not require a Working with Vulnerable People Check.
- This position does involve direct supervision of personnel.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Executive Branch Manager 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.

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	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
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	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	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
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
Travel – multiple work sites	Occasionally
Travel – driving	Occasionally
Travel – interstate	Occasionally

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	Occasionally