



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

# POSITION DESCRIPTION

**Directorate:** Chief Minister, Treasury and  
Economic Development

**Division:** Corporate

**Business Unit:** People and Capability

**Position Title:** Senior Director People and  
Performance

**Position Number:** P31951

**Classification:** SOGA

**Location:** City/Hybrid

**Last Reviewed:** June 2026

## DIRECTORATE OVERVIEW

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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.

CMTEDD is a values-based organisation where all employees are expected to embody the prescribed core ACTPS values of respect, integrity, collaboration and innovation, and the additional CMTEDD values of reconciliation and leadership for CMTEDD, as well as demonstrate the related signature behaviours.

## DIVISION OVERVIEW

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The CMTEDD Corporate Division leads the delivery of strategic solutions to CMTEDD on key initiatives of business governance, workforce capability and digital transformation, and supports the Head of Service in delivering Directorate objectives. The Corporate Executive Group Manager is also CMTEDD's Senior Executive Responsible for Business Integrity and Risk, Public Interest Disclosure Officer, and Chair of the Executive Management Group, Directorate Consultative Committee and WHS Tier 1 Committee.

## BUSINESS UNIT OVERVIEW

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The People and Capability Branch provides solutions, advice and support to the leaders and staff of CMTEDD to enable them to fulfil their people management responsibilities. The branch's services encompass work health safety and wellbeing, employee relations, injury management, learning and development, workforce data analytics, and culture.

## **POSITION OVERVIEW**

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The position is responsible for the strategic leadership and operational delivery of the directorate's employee relations, injury management, employment practices and policies functions including support to the Senior Executive Responsible for Business Integrity and Risk (SERBIR). The role has one direct report and leads a team of approximately 8 people who work in a hybrid office/remote work environment.

The position reports to the Executive Branch Manager, People and Capability.

## **WHAT YOU WILL DO**

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Working with a high degree of independence and accountability, this position is responsible for:

1. Leading a team delivering complex people management outcomes in conduct, performance, complaints and injury management, recruitment, employment conditions, practices and policy as well as the design and delivery of programs and projects.
2. Exercising sound judgement on complex employment matters and the provision of coaching, guidance and support to executives, managers and staff on various staffing issues.
3. Providing coaching, guidance and support to executives, managers and staff on various staffing issues, including workplace behaviours (e.g. underperformance, misconduct and inappropriate behaviour), industrial relations, and effectively managing the escalation and resolution process of such matters.
4. Supporting the Senior Executive Responsible for Business Integrity and Risk (SERBIR) in the management and investigation of Public Interest Disclosures.
5. Assisting the Executive Branch Manager to represent CMTEDD regarding industrial advice and the more complex and strategic Human Resources matters with a variety of stakeholders including other Directorates, unions, ACT Government Solicitor, Fair Work Australia and other bodies as required.
6. Designing and delivering or contributing to high quality contemporary programs, projects, frameworks, policies and procedures relating to organisational employment practices and policies including directorate-wide and whole of government.
7. Liaising with stakeholders and clients both internal and external to the ACT Government to build and maintain effective networks.
8. Representing the Directorate at various whole of government forums; and
9. Providing overall management, motivation and leadership to ensure the team's objectives are achieved and all team members reach their full potential.

This position does not require a Working with Vulnerable People Check.

This position does involve direct supervision of personnel.

## WHAT YOU REQUIRE

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The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

### Professional / Technical Skills and Knowledge

1. Demonstrated application, and expert knowledge of, the legislative and industrial frameworks governing employee relations, conduct and injured workers, recruitment and employment practices and policies in a public sector environment, including the ability to apply strategic thinking and analytical skills to complex people matters.
2. Very strong written communication skills with demonstrated ability to articulate clear and accurate information in the form of advice, briefs and records of conversation, including applying judgement of risk in decision-making processes and documentation for a variety of stakeholders including senior leaders.
3. Demonstrated experience in designing and delivering projects, programs and frameworks that support organisational priorities, including ability to manage organisational change.

### Behavioural Capabilities

4. A high level of personal resilience and pragmatism, and a proven track record in managing people and leading responsive, customer focussed teams managing competing priorities in both a programmatic and reactive environment.
5. Demonstrated interpersonal, oral communication and stakeholder management skills including demonstrated ability to work collaboratively, consult, negotiate and influence to achieve successful outcomes and facilitate sensitive conversations with all levels of staff regarding people matters.
6. Understanding of and commitment to the ACTPS values and work health safety, including psychosocial wellbeing and closing-the-gap principles.

### Compliance Requirements / Qualifications

Demonstrated experience in a senior officer role of a similar nature or complexity. Experience in a public sector environment will be highly regarded.

## WORK ENVIRONMENT DESCRIPTION

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The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would be performed.

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	Occasionally

Designated workstation – this position works in ABW or WFH environment	Never
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STANDARD HOURS	FREQUENCY
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Flex	Occasionally
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)	Frequently
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	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Frequently

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	Frequently

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