



POSITION DESCRIPTION

Directorate:	Education
Group:	Office of the Director-General
Business unit:	Organisation design program
Position Title:	Director, industrial consultation and staff wellbeing lead
Position Number:	P71447
Classification:	Senior Officer Grade B
Immediate Supervisor:	Steven Portelli
Security Clearance Required:	Not applicable
Location:	220 London Circuit, Hedley Beare Centre for Teaching and Learning, other ACT government locations as required

DIRECTORATE OVERVIEW

The Education Directorate is responsible for the delivery of high-quality education services to the ACT community. Through quality education, young people are empowered to thrive.

The directorate plans, coordinates and regulates early childhood education and care services, and delivers public primary, secondary, college and flexible education. It stewards a coordinated public education system to deliver greater equity, consistency and long-term sustainability for students, families and schools.

The ACT public education system continues to expand with around 50,000 students attending 93 public schools. The directorate's central office is responsible for overseeing aligned service delivery across the system, including through consistent approaches to learning and teaching, technology solutions and managing school infrastructure and maintenance.

A link to the Directorate's organisational chart is <https://www.education.act.gov.au/about-us/who-we-are>.

UNIT OVERVIEW

The Education Directorate is delivering a connected reform agenda to strengthen public education through a one system approach.

The organisation design program is a critical part of this reform work. It is delivering a once-in-a-generation reimagining of how the directorate operates, how central office works, and how services, functions and ways of working support schools, students, staff, government and the ACT community.

The program takes an evidence-based approach and responds to increasing complexity, rising expectations and the need for a more collaborative, connected, sustainable and effective education organisation. It includes the review, design and implementation of the operating model, structure, functions, services and ways of working in central office.

The organisation design program will continue to work closely with other reform, strategy,

implementation, finance, change, engagement and governance functions across the directorate. As the broader reform agenda matures, work programs, reporting arrangements and the location of some functions may evolve.

The program team supports every stage of the process, including engagement, research, design, consultation, transition and implementation. The team works closely with senior executives, reform teams, enabling areas, schools, staff and governance forums to ensure work is practical, evidence-informed and deliverable.

This is not only a structural change. It is an opportunity to reshape the identity of the Education Directorate central office, and how it works alongside schools, government and the community.

POSITION OVERVIEW

The industrial consultation and staff wellbeing lead is responsible for ensuring the organisation design program is consultation-safe, workforce-aware and grounded in the directorate's obligations to staff.

The role leads the program's approach to industrial relations, consultation planning, consultation records, issue tracking, commitments and escalation pathways. It ensures that consultation is structured, transparent, evidence-informed and aligned to relevant workforce obligations.

The position also leads the program's approach to staff wellbeing, psychosocial risk and workload impacts. This includes identifying workforce risks early, supporting practical mitigations, and ensuring staff impacts are visible in program planning, governance and implementation decisions.

The role works closely with the organisational change management and engagement lead, senior program manager, communications, People and Performance, governance functions, senior executives and staff representatives. It ensures industrial, consultation and wellbeing considerations are integrated into design, engagement, transition and implementation activity without duplicating the change management role.

The industrial consultation and staff wellbeing lead is a senior leader within the program team. The role leads staff, contributes to team performance and culture, and provides visible leadership across the organisation during consultation, transition and implementation.

The role requires sound judgement, discretion and strong collaboration. It operates in a complex and sensitive environment where trust, accuracy, procedural fairness and timely advice are critical to successful delivery.

The role sits within a reform environment that will continue to evolve. The position may support related organisation design, reform, implementation or transition priorities as work programs, reporting arrangements and governance structures develop.

DIVERSITY STATEMENT

The ACT Public Service is committed to building a culturally diverse and inclusive workplace. Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTQI are encouraged to apply.

WHAT YOU WILL DO

Under the general direction of program lead, the position will:

1. Lead the program's approach to industrial relations, consultation and wellbeing, ensuring activity is coordinated, evidence-informed and aligned to workforce obligations.

2. Design and maintain consultation plans, records, issue logs, commitment tracking and escalation pathways to support clear and transparent consultation.
3. Be a senior leader within the program team, leading staff, contributing to team performance and culture, and providing visible leadership across the organisation.
4. Provide strategic and practical advice to the Program Lead, senior executives and governance forums on industrial, consultation, workforce, wellbeing and psychosocial risk matters.
5. Work collaboratively across the program and directorate, contributing to shared outcomes and maintaining alignment across consultation, change, communications, wellbeing, governance and delivery activities.
6. Work flexibly across organisation design and related reform priorities, ensuring industrial, consultation, workforce and wellbeing considerations remain visible as work programs, structures and implementation needs evolve.
7. Coordinate with People and Performance, staff representatives, enabling areas and program leads to ensure workforce impacts are identified, understood and actively managed.
8. Support purposeful engagement as part of consultation by ensuring staff and stakeholder feedback, issues and commitments are captured, considered and used to inform program decisions.
9. Contribute to readiness, transition and implementation planning by ensuring consultation obligations, workforce impacts, workload considerations and wellbeing mitigations are visible and actively managed.
10. Maintain accurate records and clear program positions on consultation matters, workforce issues, commitments, risks, decisions and unresolved actions.
11. Model the responsibilities of a senior public servant by acting with integrity, impartiality and accountability, promoting psychological safety, inclusion and cultural safety, and supporting a constructive program environment.
12. Undertake other duties appropriate to the classification as directed.

WHAT YOU REQUIRE

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

Professional / Technical Skills and Knowledge

1. Strong understanding of industrial relations, employee relations, consultation and workforce obligations in a public sector or similarly complex operating environment.
2. Demonstrated experience supporting consultation, workforce change or organisational reform in a sensitive and high-impact environment.
3. Demonstrated ability to design and maintain consultation plans, records, issue logs, commitment tracking and escalation pathways.
4. Strong ability to analyse workforce impacts, consultation issues, workload pressures, wellbeing risks and psychosocial risk considerations, and translate these into clear advice, priorities and action.
5. Demonstrated ability to provide clear, practical and high-quality advice to senior executives and governance forums on industrial, consultation, workforce and wellbeing matters.
6. Sound understanding of public sector governance, procedural fairness, record keeping, confidentiality and the management of sensitive workforce information.

7. Demonstrated ability to work collaboratively across change, communications, consultation, wellbeing, governance and delivery functions to maintain a coherent program approach.
8. Experience contributing to readiness, transition and implementation planning in a complex organisational environment.
9. Experience leading staff and supporting a productive, collaborative and delivery-focused team environment.

Behavioural Capabilities

1. Be a credible and visible leader who sets clear expectations, supports team performance and leads through influence as well as formal authority.
2. Be flexible, resilient and comfortable working in an evolving reform environment where priorities, structures, governance and work programs may change.
3. Build trusted relationships across the organisation and work collaboratively with leaders, colleagues, staff representatives and stakeholders to achieve shared outcomes.
4. Communicate clearly, confidently and respectfully, including in complex, sensitive and uncertain environments.
5. Demonstrate sound judgement, discretion and professionalism when managing sensitive workforce, industrial, consultation and wellbeing matters.
6. Work with accuracy, discipline and attention to detail while maintaining quality, alignment and a clear focus on outcomes.
7. Listen actively, test assumptions and use staff and stakeholder input to improve consultation, readiness and implementation.
8. Model the responsibilities of a senior public servant by acting with integrity, impartiality and accountability.
9. Demonstrate a strong commitment to psychological safety, inclusion, cultural safety and staff wellbeing.

Compliance Requirements / Qualifications

- This position does not require a pre-employment medical or a Working with Vulnerable People card.
- Experience using records management systems and office management tools such as TRIM, SharePoint, Excel, OneNote, Teams and Planner is desirable.