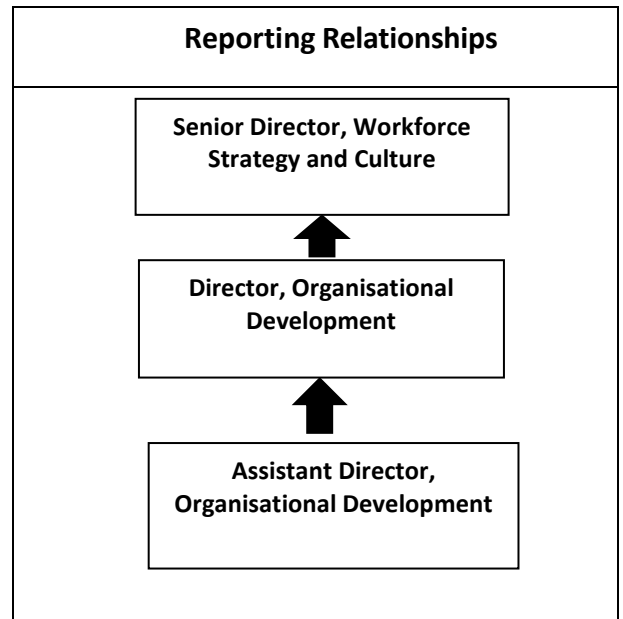




POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit/Agency	Corporate
Branch	People, Culture & Safety
Position Number	P14872
Position Title	Assistant Director, Organisational Development
Classification	Senior Officer Grade C (SOGC)
Location	Canberra City
Last Reviewed	July 2026



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

The Chief Operating Officer oversees the delivery of corporate business functions through JACS Corporate.

JACS corporate is a client-focused group 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 comprises:

- Communication and Engagement
- Governance and Business Improvement
- ICT and Capital Works and Infrastructure
- People and Workplace Strategy
- Strategic Finance

BRANCH OVERVIEW

The People, Culture & Safety (PCS) 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 Organisational Development team is part of the Organisational Capability and Culture (OCC) team of PCS which is responsible for leading the Directorate's diversity and inclusion, cultural and organisational development and workforce analytics.

The remit of the Organisational Development team includes the Learning & Development (L&D) coordination for the Directorate delivering a range of functions such as:

- administration of HRIMS and management of learning content and records on HRIMS for whole of JACS.
- training reporting for the Directorate, Annual Report and Statement of the Service.
- support development and delivery of fit for purpose training and cultural sessions.
- workforce analytics and reporting to inform and support JACS' workforce development.
- delivery of a broad range of organisational development strategies and initiatives to build workforce capability across all levels of the Directorate workforce.

The Assistant Director Organisational Development is responsible for the delivery of the L&D program for the Directorate. This includes coordinating face-to-face, hybrid and e-learning programs supplied by internal or external providers, design, develop and facilitate L&D activities as well as the maintenance of the L&D program through the ACT Government Learning Management System (HRIMS) and SharePoint sites. The Assistant Director will coordinate those activities and partnerships effectively and in close collaboration with CMTEDD and PCS colleagues as well as partners in Business Units to ensure training meets legal requirements as well as Business Unit needs.

The Assistant Director will also directly support the delivery of a diverse range of organisational development programs and initiatives, including implementation of JACS' Core Training Framework, maintaining a focus on continuing organisational and administrative improvement and innovation through existing and new systems.

WHAT YOU WILL DO

Under the direction of the Director, Organisational Development, the Assistant Director Organisational Development will:

1. Manage the JACS L&D program and program administration for online, hybrid and face to face delivery. This includes design, development and facilitation of L&D activities, promotion of training opportunities, managing enrolments, liaising with participants and training providers, administering the study assistance process and maintaining accurate records of attendance for compliance reporting.
2. Manage the JACS L&D program on the ACT Government Learning Management System (HRIMS) and getting the best out of HRIMS. This includes maintenance of the course library, implementing HRIMS curricula's management of minor system and/or course updates including content amendments using standard e-learning design software, testing, Level 1 user support and compliance reporting.
3. Develop, manage and maintain positive and effective relationships with internal and external stakeholders to support the delivery and further development of the L&D program for the Directorate. This includes the development and maintenance of contracts with external service providers.

4. Support the development and delivery of workforce capability planning and compliance functions through insightful reporting and analysis using system-generated data as well as other sources such as staff surveys or program evaluation.
5. Contribute to the continuous review, evaluation and design of effective processes and procedures across the L&D and broader Organisational Development functions in the team.
6. Support the general function of the unit through assisting with program and project delivery including the Directorate staff awards and other reward and recognition programs, staff surveys and executive planning forum.
7. Work collaboratively with PCS colleagues to support the optimal management and delivery of branch outcomes and undertake other duties appropriate to classification level that contribute to the Directorate as directed.
8. Model the ACT Government Values, the Respect, Equity and Diversity Framework, Territory Record Management practices 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. Demonstrated high level knowledge of HRIMS or LMS platform administration, including user and access management, workflow configuration, troubleshooting and reporting, gained through hands-on operational experience
2. Demonstrated experience designing and developing eLearning content using Articulate Storyline and Rise 360 or similar eLearning development platforms.
3. Demonstrated experience collecting, managing and analysing workforce learning data to ensure compliance and inform continuous improvement of learning offerings.
4. Demonstrated experience coordinating and facilitating training programs, including induction, for a complex workforce.

Behavioural Capabilities

1. Demonstrated ability to work effectively within a small team under shifting priorities and resourcing constraints, flexible approach to support colleagues with varying availability or capacity, and contributing to a positive and collaborative team culture.
2. Demonstrated high level written and verbal communication skills, with the ability to build and sustain productive relationships with internal and external stakeholders and communicate with clarity, respect and confidence.
3. Demonstrated ability to apply sound judgement and initiative to resolve practical problems in a fast paced environment, remaining adaptable and resilient in response to changing priorities.
4. Demonstrated openness to feedback and self-awareness in a small team setting, with a track record of adjusting approach based on input from managers and colleagues.

Qualifications/ Compliance Requirements

- Qualifications and/or comprehensive experience in contemporary organisational development approaches and methods would be highly desirable.

- This position does not require a pre-employment medical.
- This position does not require a Working with Vulnerable People Check.
- To be eligible for permanent or temporary employment within the ACT Public Service (ACTPS) you must be an Australian citizen, a permanent resident or hold a valid work visa.
- If an officer no longer holds a visa that permits them to work in Australia, their employment with the ACT Public Service (ACTPS) will be terminated.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Organisational Development (**P14872**) 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)	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 (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	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	Occasionally
Exposure to potentially distressing case material	Occasionally

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment required	Never