



ACT
Government

Chief Minister, Treasury and
Economic Development

Directorate: Chief Minister, Treasury and
Economic Development

Division: Strategy and Services, Work Safety
Group

Business Unit: Public Sector Work Health,
Safety and Wellbeing

Position Title: Senior Director

POSITION DESCRIPTION

Position Number: P33624

Classification: SOG A

Location: 221 London Circuit

Last Reviewed: September
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; and
- 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 maintaining 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.

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); and
- support for the ACT's contribution to the national harmonisation of work health and safety and workers' compensation laws.

BUSINESS UNIT OVERVIEW

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.

The Public Sector Work Health, Safety and Wellbeing team is responsible for ACT Public Sector strategies policies and programs in the areas of work health, wellbeing, safety and injury management. This includes oversight of the ACTPS work health and safety management system.

The team advocates and champions a culture of care, to minimise the adverse health, social and economic consequences of injury and illness for the ACTPS.

DUTIES/RESPONSIBILITIES

Reporting to the Executive Branch Manager, Strategy and Services, the Senior Director will:

- lead a team to undertake complex projects and initiatives to improve health, wellbeing, safety, and rehabilitation outcomes for employees across the ACTPS
- lead the development and implementation of high quality ACTPS work health, wellbeing, safety, and rehabilitation policies
- oversee the ACTPS Work Health and Safety Management System
- use contemporary people management practices to lead, develop and monitor the performance of a diverse team
- oversee ACTPS committees/working groups designed to drive ongoing improvements in work health, safety and rehabilitation (in particular the objectives of the ACTPS Work health, safety and wellbeing strategy)
- provide high-level strategic and policy advice to the Executive Branch Manager, Executive Group Manager, and internal ACT Public Sector stakeholders
- represent the ACT at relevant national forums and advisory groups
- prepare and coordinate complex briefings and correspondence
- consult and negotiate with internal and external stakeholders and clients on program and policy matters; and
- be a member of the group leadership team, constructively support its members and contribute to its work.

This position does not require a pre-employment medical, or a Working with Vulnerable People Check.

This position does involve direct supervision of personnel.

SELECTION CRITERIA

1. Demonstrated high-level leadership and management skills to deliver whole of government policies and initiatives.
2. High level written and oral communication skills together with experience in managing, building and maintaining effective stakeholder relationships.
3. Advanced knowledge of contemporary work health, wellbeing, safety, and rehabilitation issues and associated legislation.
4. Demonstrated ability to analyse multiple information sources to formulate evidence based strategic policy and advice.
5. Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

Other Relevant Qualifications and Experience:

Tertiary qualifications in health/safety and/or experience in managing health, wellbeing, safety or work rehabilitation frameworks for a large diverse workforce will be highly regarded.

Further information on working at CMTEDD can be found at:

http://www.jobs.act.gov.au/data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Director, Work Health, Safety and Wellbeing (position number P33624) 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	Occasionally
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 (Activity Based Work environment)

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
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	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	Never
Bending/squatting	Occasionally

Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

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	Never
Exposure to potentially distressing case material	Never

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