POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate	**Position Number: P19587**
Division: Office of Industrial Relations and Workforce Strategy	**Classification:** SOGA
Business Unit: ACTPS Employment and Industrial Relations Group	**Location:** Canberra City
Position Title: Senior Director, IR Business Partnership and ACTPS Bargaining	**Last Reviewed:** September 2025

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, Directorate Ministers and 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.

DIVISION OVERVIEW

The Office of Industrial Relations and Workforce Strategy (OIRWS) provides the formal structure to lead the ACT Public Service (ACTPS) industrial and employment agenda into the future. The OIRWS has a very strong and clear focus on education, consultation and awareness raising.

OIRWS was established to support a more effective ACTPS – where strategy, industrial relations, WHS and employment policy and governance is developed and delivered in a consistent and collaborative manner.

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

OIRWS has a broad remit across the people, service, policy, regulatory and property portfolio. Across our four organisational pillars, we:

- lead whole of service workforce transformation strategy, policy, and programs;

- provide strategic advice to the ACT Government on public sector employment;
- support good governance in the public sector by developing effective workplace relations policy and industrial frameworks;
- support good governance in integrity practice and frameworks;
- provide support to the Head of Service, the Strategic Board, and its sub-committees;
- provide health and safety services and safety system improvement programs to directorates;
- manage the public sector workers' compensation self-insurer;
- manage the ACT private sector workers' compensation Scheme (the Scheme) - including policy, legislation, and the supervision of the ACT Default Insurance Fund;
- provide advice and development of legislation on industrial relations (including workplace health and safety, dangerous substances and asbestos, workers' compensation, workplace privacy, portable long service leave and the public sector employment framework);
- influence national work health and safety and injury management policies, legislation and initiatives via the SafeWork Australia process;
- provide a range of centralised corporate support services to directorates and agencies including but not limited to financial functions, payroll and payroll reporting, recruitment and new employee onboarding, and corporate functions; and
- provide expert community and government property management and accommodation services on behalf of the ACT Government.

OIRWS consists of:

- ACT Public Sector Employment and Industrial Relations Group;
- Cultural Transformation Group;
- Work Safety Group; and
- Public Sector Policy and Integrity.

BUSINESS UNIT OVERVIEW

The Public Sector and Industrial Relations Branch is a branch within the Office of Industrial Relations and Workforce Strategy (OIRWS). Our purpose is to provide high level strategic and operational advice on whole of government employment, industrial, and workplace relations issues.

The Branch is responsible for developing, negotiating, and implementing enterprise agreements, related policies and processes, and providing quality advice to the ACT Government, directorates and public sector bodies. The team is also responsible for the interpretation, application, and implementation of Public Sector employment related legislation.

Our Objectives are to:

- Establish innovative approaches to address emerging and future workforce challenges.
- Build capability and maturity in the ACTPS approach to employment frameworks, practices and policies.
- Attract and develop high performing people, providing for an engaged and skilled team.
- Foster collaboration and build partnerships with stakeholders to enhance exchange of knowledge and expertise.

POSITION OVERVIEW

The Senior Director, IR Business Partnership is the leader of a small team which provides high level strategic and operational advice on whole of government employment, industrial and workplace relations issues. The team is responsible for developing, negotiating, and implementing enterprise agreements, related policies and processes, and for providing quality advice to the ACT Government and directorates. The team is also responsible for the application, implementation, and interpretation of Public Sector employment related legislation.

We are looking for a highly motivated and skilled person who can demonstrate they have the necessary public sector industrial relations experience and legal knowledge to provide high level advice and to represent the Directorate and the Government in strategic workplace relations matters. They will be highly professional, possessing a commitment to delivering quality outputs within tight timeframes and the capacity to maintain confidentiality and discretion.

DIVERSITY STATEMENT

ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are strongly encouraged to apply.

WHAT YOU WILL DO

1. Under limited direction, you will provide professional advice and services in relation to industrial relations matters, including legal issues, stakeholder, client and customer engagement; KPIs and evaluation and reporting frameworks. Specifically, you will:
2. provide high level, pragmatic and effective public sector workplace relations policy advice to the Executive and ACT Government;
3. build and manage relationships that assist the Workforce Capability and Governance Division to provide leadership and strategic direction in the development, implementation and review of workplace relations matters across the Service;
4. as part of a team, lead and manage the enterprise bargaining process for the ACT Public Service;
5. apply your knowledge of contemporary people and culture policy, practice, and frameworks to developing innovative solutions and reform proposals to modernise the ACTPS;
6. interpret enterprise agreement provisions and to provide consistent and reliable advice to directorates and their staff at a Whole of Service level;
7. use your approachable style to bring a balanced point of view to persuade fellow stakeholders on complex industrial relations outcomes; and
8. assist other parts of the Division in working through industrial relations matter.

WHAT YOU REQUIRE

The following capabilities form the **selection criteria** that are required to perform the duties and responsibilities of the position.

1. Thorough knowledge of relevant industrial law frameworks, legislation and practice and experience in developing innovative solutions to pragmatically apply the legal framework.
2. Demonstrated ability to provide clear, concise, and considered advice at a senior level and to give effect to that advice through the development of pragmatic policy and processes.
3. Demonstrated high-level experience developing negotiation positions and interpreting, developing, and refining industrial instruments such as enterprise agreements.
4. High level stakeholder management skills with the ability to relate to and develop meaningful relationships with people across various levels and to communicate complex and sometimes controversial technical matters clearly and succinctly.
5. Understanding of public service values covering ethical standards and commitment to the principles of workforce diversity, participative work practices, occupational health and safety and staff development and learning.

PROFESSIONAL / TECHNICAL SKILLS AND KNOWLEDGE

- Highly developed leadership skills, including an ability to develop and maintain effective working relationships through an approachable style and achieve positive outcomes on complex industrial matters.
- Highly developed communication and negotiation skills. Extensive experience and detailed knowledge of contemporary workplace reform and industrial relations issues affecting a diverse organisation.

BEHAVIOURAL CAPABILITIES

- Values alignment: ability to demonstrate and authentically promote and enliven the ACT Public Service values.
- Stakeholder management: ability to understand, relate to and influence diverse and difficult stakeholder needs in a time of complex and rapid change.
- Influence and negotiation: ability to give and gain cooperation and persuade decision makers where there are divergent views and under difficult circumstances.
- Problem solving capability, discretion and sound judgement in managing complex matters and influencing employment decisions.
- Priority Setting: ability to manage conflicting priorities, stakeholder demands and cases to ensure higher priority issues are resolved before escalating.
- Initiative: high level of initiative and ability to work independently as well as demonstrated ability to work collaboratively with a range of stakeholders.
- Teamwork: willingness to be proactive and help others and make a valuable contribution to the continuous improvement of a positive, collaborative and effective work environment.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Relevant tertiary qualifications in industrial relations or employment law (or a related field) would be highly desirable.

- Conciliation and mediation qualification or certificate in alternative dispute resolution (desirable but not essential).
- This position does not require a pre-employment medical.
- Driver's licence C Class is not essential.
- This position does not require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

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

This position operates within an Activity Based Working (ABW) environment. ABW is a transformation in the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

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	Never
Designated workstation (Frequently if working from home)	Occasionally (when working from home)

*Note: the position works in an activity based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

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 (ADO's)	Never
Peaks and troughs	Frequently
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 O - 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	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	Occasionally

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