



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Position Number: E1201

Division: Office of Industrial Relations and Workforce Strategy

Classification: Executive Level 1.4

Group: Employment and Industrial Relations

Location: Canberra City/Ngunnawal Country

Branch: Public Sector Industrial Relations

Position Title: Executive Branch Manager, Public Sector Industrial Relations

Last Reviewed: September 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 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. The Director-General of CMTEDD is also the Head of Service.

More information is available at <https://www.cmtedd.act.gov.au>

BUSINESS UNIT OVERVIEW

The Office of Industrial Relations and Workforce Strategy (OIRWS) drives the continuous improvement of ACT employment, workplace safety and workforce capability and accountability in accordance with the public sector principles.

OIRWS brings together the expertise, policy, systems, services and programs responsible for leading best practice and evidence-based approaches to ACT public sector workforce employment, safety, capability and accountability at the whole-of-government level.

It is OIRWS' role to optimise the ACTPS' workforce performance, accountability and agility by:

- developing and delivering a progressive employment framework and associated conditions,
- driving and safeguarding work and workforce health and safety, and
- setting the parameters and standards for organisational capability, culture and accountability.

The office does this collaboratively with a range of stakeholders and in accordance with legislative requirements defined in the PS Management Act, including the ACTPS values and public sector principles.

OIRWS consists of:

- The Office of the Deputy Director General;
- Employment and Industrial Relations Group;
- Work Safety Group;
- Cultural Transformation Group; and
- Public Sector Policy and Integrity Group.

The Public Sector Industrial Relations Branch is within the Employment and Industrial Relations Group.

The Office of Industrial Relations and Workforce Strategy (OIRWS) undertakes to:

- provide strategic advice to the ACT Government on public sector employment, including payroll, recruitment and human resources data analytic services;
- provide ACTPS employment policy and procedural framework, including secure employment and the *Public Sector Management Act*;
- support good governance in the public sector by developing effective policy, legislative and industrial frameworks, including appointment policy and advice;
- conduct ACTPS enterprise bargaining and supports enterprise agreement compliance;
- undertake ACTPS classification and remuneration reviews;
- support the PC-HRM program;
- administer the Secure Local Jobs Code certification scheme;
- administer the management and prevention of workplace injuries and workers' compensation self-insurance arrangements for the ACT Public Sector;
- manage the ACT private sector workers' compensation Scheme - including policy, legislation and the supervision of the ACT Default Insurance Fund;
- provide health and safety services and safety system improvement programs to ACT government directorates, including ACTPS health, safety and wellbeing policy and services;
- provide ACTPS return to work, rehabilitation and redeployment policy and services;
- provide 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);
- support for the ACT's contribution to the national harmonisation of work health and safety and workers' compensation laws;
- provide ACTPS entry level employment programs including graduate and vocational recruitment programs;

- design ACTPS workforce strategy and policy services for diversity and inclusion, Aboriginal and Torres Strait Islander employment, learning and development and the flexible work program; and
- provide Integrity Commission liaison services.

OIRWS also sets and clarifies the direction of the ACTPS workforce capability requirements to meet current and future needs, and to establish the conditions to enable success.

POSITION OVERVIEW

Reporting to the Executive Group Manager, Employment and Industrial Relations, the Executive Branch Manager Public Sector Industrial Relations provides executive leadership to deliver high quality professional advice and services on the ACT Government employment framework, often within set or tight timeframes. The position is expected to:

- lead the development of high quality strategic and operational advice for consideration of the Executive Group Manager, Deputy Director General, the Head of Service, Minister and Cabinet;
- provide high quality strategic and operational advice on the ACTPS Employment Framework to the ACTPS;
- embed collaborative work practices to foster positive and productive relationships with internal and external stakeholders ranging from other Executives across the ACTPS, the ACTPS entities, Ministers, Head of Service, Unions and their delegates, and legal representatives;
- manage the resources of the Branch to achieve all required outcomes while ensuring compliance with relevant legislation, regulations and government policies;
- understand, model and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework; and
- contribute to the management of whole of government outcomes by contributing to, and supporting broader ACTPS wide policy, improvement initiatives, leadership and change management.

DIVERSITY STATEMENT

The ACTPS 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, people from a culturally and linguistically diverse background (CALD) and those who identify as LGBTIQ are strongly encouraged to apply.

WHAT YOU WILL DO

The Executive Branch Manager leads the Branch to:

- research, develop, negotiate and progress work to ensure that the ACTPS employment framework, comprising legislation, policy and industrial relations matters, remains contemporary and meets the need of the ACTPS, including by delivering the legislative reform program for employment related legislation;

- support a professional, skilled ACTPS by developing, maintaining and embedding whole of government better practice industrial relations and people management policy, practices and compliance tools as a core business accountability;
- provide high quality, timely, practical strategic industrial relations advice and support to ACTPS entities;
- develop, negotiate, and implement the ACTPS core enterprise agreement, and associated whole of government policies and processes;
- oversee industrial relations matters in tribunals and other dispute resolution bodies;
- represent ACT Government interests in relevant intergovernmental forums; and
- represent the ACTPS and the Government to achieve positive outcomes in complex and sensitive industrial relations and legal matters.

In addition, commencing 1 July 2026 Senior Executive Service (SES) Members must do their job in accordance with the closing the gap principle. Further information about the closing the gap principle is included in section 8(4) of the [Public Sector Management Act](#).

WHAT YOU REQUIRE

Overall, candidates should have a proven record of leadership in public sector industrial relations, together with judgement, confidentiality and discretion required to deliver strategic human resources across a diverse and complex workforce.

Applications should address the selection criteria below which are based on the ACTPS Executive Capabilities:

Leads and values people

- Motivates and develops people
- Values diversity and respects individuals
- Builds a culture of improving practice

Shapes strategic thinking

- Inspires a sense of purpose and direction
- Encourages innovation and engages with risk
- Thinks broadly and develops solutions

Achieve results with integrity

- Develops organisational capability to deliver results
- Manages resources wisely and with probity
- Progresses evidence based policies and procedures
- Shows sound judgement, is responsive and ethical

Fosters collaboration

- Listens and communicates with influence
- Engages efficiently across government
- Builds and maintains key relationships

Exemplifies citizen, community and service focus

- Understands, anticipates and evaluates client needs
- Creates partnerships and co-operation
- Works to improve outcomes

Executive Capabilities are a way of describing the behaviours that characterise successful ACTPS executives and the values and personal attributes that support these behaviours. They also provide an integrated and consistent means of assisting executives to identify developmental needs and achieve significant and measurable growth in areas such as leadership, strategic vision and effective management.

Information on Executive Capabilities for the ACTPS is available at

<https://www.cmtedd.act.gov.au/employment-framework/for-executives/actps-executive-employment-conditions>

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Relevant tertiary qualifications or extensive experience in industrial relations, employment law or a related field would be highly desirable.

POSITION DURATION

The successful applicant will be engaged under a long term executive contract for a period of five years. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

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.

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	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 (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	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	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	Occasionally
Exposure to potentially distressing case material	Occasionally

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