

Office of the Work Health and Safety
Commissioner

Position Title: Director, Communications and
Engagement

Branch: Strategy & Enabling Services

Position Number: P69856

Classification: Senior Officer Grade B

Location: Nara Centre, Canberra City

Last Reviewed: June 2026

WORKSAFE ACT OVERVIEW

WorkSafe ACT achieves its objectives to protect workers and workplaces through a combination of compliance and enforcement, awareness raising, education, inspection and investigation. It is responsible for monitoring and enforcing compliance by duty holders with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation including dangerous substances, workers' compensation and Labour Hire Licensing.

WorkSafe ACT is a fully independent office headed by the WHS Commissioner, who is the Territory's regulator. WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led responsive regulator.

The work we do carries with it an obligation to act in the public interest. It requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence and trust in our work.

DIVERSITY STATEMENT

The ACT Public Service (ACTPS) is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, former and current defence force personnel, women, Aboriginal and Torres Strait Islander peoples, people from linguistically and culturally diverse backgrounds, people with disability and those who identify as LGBTIQ+ are encouraged to apply.

POSITION OVERVIEW

The Strategy Team is responsible for identification, development and implementation of strategic priorities for WorkSafe ACT. The team is multi-disciplinary and includes communications, strategy, organisational planning, regulatory and psychosocial policy, strategic co-ordination and data analysis.

The Director, Communications and Engagement reports to the Senior Director, Strategy to provide oversight of WorkSafe ACT's engagement, communication and media functions. You will provide expert advice to the Senior Leadership Team on communications issues and work closely with the Director, Strategy to support and communicate work health and safety issues to the ACT community, prepare content for the WorkSafe ACT website, and work across the Agency to support and promote activities and initiatives.

You will form part of WorkSafe ACT's broader leadership group and be expected to play a key role in meeting our strategic commitment to regulatory excellence.



YOUR DUTIES AND RESPONSIBILITIES

The Director, Communications and Engagement will be required to:

- provide operational leadership to foster a high-performing, collaborative communications function, supporting best practice to streamline work and deliver positive strategic outcomes
- lead the preparation and completion of briefs, correspondence, speeches/talking points, web content, presentations and written reports, including the annual report
- lead the development and delivery of strategic communication and engagement plans, campaigns, and communications activity for organisational priorities, initiatives and publications
- provide strategic advice, problem solving and issues management for internal and external stakeholders in relation to complex matters and matters of high public interest
- design and implement strategies to engage regulated entities, government agencies, industry bodies, media, and the public
- anticipate and respond to media issues, including urgent enquiries outside standard business hours, and provide oversight of crisis communications
- manage WorkSafe ACT's website and ensure content is contemporary and valuable
- oversee Agency event management, and
- undertake other duties as directed.

IDEAL CANDIDATE

1. Demonstrated leadership and management skills with the capacity to deliver positive communications outcomes in an operational environment.
2. Demonstrated experience in developing and managing communications strategies and activities with an understanding of media interest, risks and opportunities.
3. Excellent written and oral communication skills together with experience in building, managing and maintaining effective stakeholder relationships, and the ability to represent WorkSafe ACT in a range of situations.
4. Demonstrated ability to manage competing priorities to meet tight deadlines, with high levels of attention to detail, while embodying the inclusive culture that to which WorkSafe ACT aspires.
5. High level understanding, or ability to quickly gain that understanding, of work health and safety and associated legislation, policy and compliance frameworks.

QUALIFICATIONS/WORK EXPERIENCE

Qualifications and/or equivalent relevant experience in areas such as communications, marketing or public sector management would be highly valued.

Knowledge of work health and safety, workers' compensation and related legislation and issues is highly desirable.



WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of the Director, Communications and Engagement and indicates how frequently each of these requirements would be performed. Please note that WorkSafe ACT 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	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation <i>Please note this is a position in an activity based working environment</i>	Never
STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
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	Occasionally
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	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	Occasionally
Personal Protective Equipment (PPE) required	Occasionally

