

**ACT**

Government

Chief Minister, Treasury and
Economic Development

POSITION DESCRIPTION

Directorate: Digital Canberra**Position Number:** P65136, several**Division:** Digital, Data and Technology
Solutions**Classification:** ASO6**Business Unit:** HR Systems/Kronos Systems**Location:** Winyu House, Gungahlin**Position Title:** Time and Attendance
Information Officer**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 demonstrate the related [signature behaviours](#).

DIRECTORATE OVERVIEW

Digital Canberra leads the ACT Government's technology, digital, data, and cyber security services. We strive to improve the lives of Canberrans through delivering and supporting digital government services that are easy to access, save time, and are safe to use. We achieve this while also looking to the future – making technology investment decisions that will transform Canberra into a genuinely connected city.

Digital Canberra leads the implementation of the [ACT Digital Strategy](#) and [ACT Digital Health Strategy](#), manages ICT infrastructure for our hospitals, schools, and public service, and represents the ACT at national digital, data, and cyber security forums.

Digital Canberra has a diverse workforce across many functions and sites. We have an inclusive culture, and we ensure our people are respected, valued, and involved.

DIVISION OVERVIEW

Planning, Design and Digital Group plays an important strategic role in realising the ACT Government's vision to transform Canberra into a genuinely connected city. The group manages the Government's technology investment framework and pipeline, undertakes research and analysis to develop digital policy, provides business analysis and ICT architecture and design services for key Government ICT initiatives. As part of this work, the group is responsible for planning and delivering major ACT Government ICT programs and ensuring good project governance through an Enterprise Portfolio Management Office (EPMO) as well as driving the digital transformation of ACT services by implementing digital identity solutions that empower our community to access services online, anytime.

BUSINESS UNIT OVERVIEW

The **Major Programs Branch** leads large-scale government initiatives to modernise technology to enhance life quality for Canberrans and improves ACT Government operations. We work collaboratively and flexibly across the ACT Public Service. The branch brings together multidisciplinary teams of people with diverse perspectives, skills, and expertise who anticipate and plan for hurdles, seize opportunities and respond to challenges with a one-government mindset, with flexibility and speed while managing risks.

POSITION OVERVIEW

As the Kronos Systems Officer within the Kronos Systems' Team you will contribute to the team responsible for the introduction and implementation of Kronos/UKG Pro Workforce Management to relevant ACT Government Directorates.

Integrate UKG Pro Workforce Management with current Human Resource Information Management System's related Employee Self Service systems and peripheral software and interfaces. This includes planning, assisting, undertaking and managing test activities during system upgrades, enhancements and new development.

The position does not provide direct supervision to any team members.

This position reports directly to the Kronos Business Administrator, HR Systems.

WHAT YOU WILL DO

Under the direction of the Kronos Business Administrator:

1. Contribute to the scoping, development, testing and implementation process for the ACT Government's UKG Pro Workforce Management time, attendance and scheduling system. Ensure project objectives are being achieved including project planning, monitoring, testing and implementation.
2. Implement the peripheral software changes provided by Shared Services ICT. This includes initiating, monitoring system change requests and assisting with software releases to the production environment.
3. Work on testing any UKG Pro interfaces to ensure the data quality and integrity are met and all risks associated with the interface are addressed.
4. Provide effective support to UKG Pro users in ACT Government directorates such as training, assistance and guidance, especially to the UKG Pro support service officers.
5. Liaise with service providers and stakeholders in relation to project and system objectives, timeframes and deliverables.
6. Undertake research, investigation, business analysis, implementation and support for HR Systems projects and processes.
7. As required contribute to the ongoing development and improvement of test, change, incident and problem management processes for the new Human Resource Information Management System and Kronos.

WHAT YOU REQUIRE

The following capabilities are required to perform the duties and responsibilities of the position.

Professional and Technical Skills, and Knowledge

1. Sound knowledge and understanding of Kronos WFC or UKG Pro Workforce Management applied to the ACTPS human resource framework and systems or demonstrated experience in a similarly complex environment.

Behavioural Capabilities

1. Proven ability to work as part of a team, set work priorities, monitor workflow and develop local strategies, procedures and work practices, manage multiple tasks and competing deadlines. This includes the ability to contribute to joint problem solving, and the sharing of team expertise to enhance the quality-of-service delivery.
2. Well-developed oral, written and interpersonal communication skills and the proven ability to liaise, negotiate and foster networks and build rapport with clients, vendors and stakeholders.
3. Well-developed relevant research, analytical and investigative skills combined with the ability to identify innovative and strategic alternatives to meet the needs of a diverse range of clients.
4. Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to Respect, Equity and Diversity in the workplace and health and safety principles and practices.

Compliance Requirements / Qualifications

1. A sound understanding of the Kronos WFC or UKG Pro Dimensions Time & Attendance System is mandatory.
2. An understanding of the HR software systems chris²¹ would be advantageous.
3. Qualifications in a HR related discipline is desirable though not essential.
4. Educational and professional qualifications checks may be undertaken prior to employment.
5. This position does not require a pre-employment medical.
6. This position will require a Working with Vulnerable People Check.

Further information on working at CMTEDD can be found at: <https://www.jobs.act.gov.au/work-with-us>.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Time and Attendance Information Officer (position number P65136, several) 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	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	Frequently

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	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	Never

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+	Occasionally
Climbing	Occasionally
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	Frequently
Frequent travel – driving	Frequently
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	Never