

## Canberra Institute of Technology Position Description

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| <b>POSITION NUMBER:</b>       | <b>P69007</b>                                     |
| <b>CLASSIFICATION:</b>        | <b>SENIOR OFFICER GRADE C</b>                     |
| <b>POSITION TITLE:</b>        | <b>Assistant Director Workforce Strategy</b>      |
| <b>DIVISION:</b>              | <b>Corporate Services</b>                         |
| <b>COLLEGE/BRANCH:</b>        | <b>People and Culture</b>                         |
| <b>SECTION:</b>               | <b>People and Culture</b>                         |
| <b>SUB SECTION/COST CODE:</b> | <b>1760</b>                                       |
| <b>IMMEDIATE SUPERVISOR:</b>  | <b>P63912 – Director Workforce Transformation</b> |

### ABOUT US

Canberra Institute of Technology (CIT) is a dynamic, modern, and diverse vocational education and training (VET) institute of learning - and plays a major role in the development of the ACT's future workforce and building its skill base. As the ACT's public provider of VET, we are the cornerstone of the local skills and training system and deeply embedded in our community. The critical role we play in the Canberra economy and society is demonstrated by the significant influence of our graduates and educators. Our alumni embody excellence and proficiency in their respective vocations.

At our core, we strive for inclusion, providing equal access to education and training and enabling anyone to pursue their learning and career goals. We are dedicated to supporting social inclusion, offering all who walk through our doors a sense of place and belonging, and the confidence to participate in the workforce.

Our strategic ambition is outlined in our [CIT Strategy 2025-2035: \*Skilling for the future equipping you for life\*](#). This strategy sets four objectives to guide our actions towards achieving our vision to be *renowned for our inclusive and dynamic approach to teaching and learning that meets the needs of students, industry and the community*. These strategic objectives are:

- Our training meets the skills needs of today, tomorrow and beyond.
- Our teaching and learning is leading edge and enhances student outcomes.
- Our people are equipped to achieve our strategy.
- Our foundations support the delivery of our strategy and enable future growth.

## OUR PEOPLE

CIT cultivates its workforce to create an environment where our people thrive, are motivated and embrace leading roles in achieving our ambitions. Our values of student-centric, belonging, connection, excellence, integrity and wellbeing guide every decision and action that we take. They steer us towards our purpose and create a culture of trust, collaboration and accountability. These values are aligned to the ACTPS values and signature behaviours which are underpinned by the [ACT Public Service \(ACTPS\) Code of Conduct](#).

*CIT is committed to building a diverse workplace through an inclusive workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people, people with disability, and LGBTIQ+ people, are encouraged to apply.*

## PEOPLE AND CULTURE BRANCH

The CIT People and Culture team plays an integral role in supporting CIT in achieving its organisational goals through a strategic HR approach supporting the Executive Team on workforce solutions and people related matters. We are responsible for professional and organisational development, workforce analytics, recruitment, case management, employment relations, diversity and inclusion, and workplace health and safety. The People and Culture team has a direct role in contributing to supporting and growing a quality VET workforce, ensuring the long-term sustainability of the VET sector.

## THE POSITION

The Assistant Director Workforce Strategy leads strategic workforce planning, analytics and transformation to align CIT's workforce with organisational priorities. Working at pace in a complex environment, the role delivers workforce insights, reporting and practical solutions; advises on organisational design, reform and transition; manages competing priorities; and partners with executives, managers and stakeholders to support timely decisions, effective governance and sustainable workforce change.

The role reports to the Director of Workforce Strategy and is responsible for developing and implementing strategic workforce solutions through a systems-based approach and utilising HR data to design and develop key outcomes for CIT. This position will require an in depth understanding of the VET sector, ACTPS and CIT employment frameworks as well as contemporary HR practices including HR policies, procedures and their practical application across CIT.

Stakeholder engagement is a key part of this role, and advanced influential communication skills are essential requirements to engage the workforce in this project. Demonstrated experience in managing multiple priorities simultaneously, strategic workforce planning, project management, as well as strong analytical skills for interpreting workforce data and translating insights into actions will be key to the success of this position.

*An Assistant Director at CIT needs to demonstrate positive workplace behaviours working effectively with their peers, leaders, and stakeholders to deliver quality outcomes in an ever-changing workplace environment. They need to have the ability to take on feedback, adapt their approach and style to meet stakeholder needs, be flexible, have well developed organisational skills, and implement innovative solutions to overcome challenges.*

## RESPONSIBILITIES

- Lead strategic workforce planning activities to align workforce capability, capacity and structure with CIT's strategic priorities and future operating requirements.
- Develop and deliver workforce analytics, reporting, dashboards and insights to support executive decision-making and organisational performance
- Provide expert advice on organisational design, workforce reform and workforce transition strategies arising from major change initiatives.
- Lead workforce projects and programs, including implementation planning, governance, stakeholder engagement and benefits realisation.
- Undertake workforce benchmarking, environmental scanning and evidence-based research to inform workforce strategy and business planning.
- Partner with executives, managers and key stakeholders to develop sustainable workforce solutions that comply with legislative, industrial and policy requirements.
- Design and implement workforce frameworks, capability models, position management processes and workforce planning tools to strengthen organisational capability.
- Prepare executive briefs, business cases, workforce reports and consultation materials to support organisational change, workforce transformation and continuous improvement initiatives.
- Deliver visually engaging and succinct project reporting documentation to all levels of the organisation, meeting CIT brand and governance expectations.
- Operate within agreed financial budget and financial delegations and other agreed financial metrics.
- Perform other duties aligned with the classification of the role and as directed by leadership.
- This position may involve direct supervision of staff.

## PROFESSIONAL AND PERSONAL CHARACTERISTICS

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

### Professional / Technical Skills and Knowledge

- Demonstrated operational experience in contemporary HR practices including strategic workforce planning, analysis and visualisation of HR data and practical implementation of workforce solutions.
- Demonstrated experience in strategic workforce project management, including organisational reform initiatives.
- Demonstrated high level representational, verbal and written communication skills, including the ability to negotiate at a senior level with a variety of stakeholders.
- Demonstrated leadership, organisational and managerial skills, including the ability to produce quality workforce outcomes under pressure, managing highly sensitive and complex issues with sound judgement and provide quality advice to senior management and the CIT Executive.

### Behavioural Capabilities



- Demonstrated high level of emotional intelligence and interpersonal skills to cultivate productive working relationships to achieve individual, team and /or organisational results.
- Demonstrated capacity to be responsive, manage competing priorities to meet tight deadlines, with impeccable attention to detail, and to contribute to various activities across CIT.
- Demonstrated understanding of the signature behaviours of the ACT Public Service, and knowledge of, and the ability to work in accordance with agreed CIT policy and principles, work health and safety (WHS) and workplace participation.

#### **QUALIFICATIONS AND EXPERIENCE**

- Experience in ACT Public Service or Australian Public Service and or Education sector is highly desirable.
- Experience in workforce planning, operational and strategic HR service delivery and HR project management or a similar role will be highly regarded.
- Qualifications or experience in HR management or a similar field will be highly regarded.

#### **Office use only**

Date Position Description updated:14/09/2026

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