



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Division: Office of Industrial Relations and Workforce Strategy

Business Unit: Office of the Deputy Director-General

Position Title: Office of Industrial Relations and Workforce Strategy Directorate Liaison Officer (DLO)

Position Number: P72231

Classification: Senior Officer Grade C

This position receives a DLO allowance 7% per fortnight.

Location: Legislative Assembly

Last Reviewed: August 2026

DIRECTORATE OVERVIEW

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

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

DIVISION 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 Public Sector Management Act, including the ACTPS values and public sector principles.

OIRWS consists of:

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

BUSINESS UNIT OVERVIEW

The Office of the Deputy Director-General is responsible for the overall strategic direction, operation and governance of the OIRWS Division of CMTEDD.

The Office works collaboratively with all Directors-General, agency heads and senior executives to ensure that the ACTPS is at the forefront of workforce policy and strategy development including leading and driving whole of government strategy to build and enhance the workforce capability of the ACTPS and positioning the ACTPS to be able to maximise new opportunities as they arise, respond to changing priorities and deliver high quality outcomes into the future.

POSITION OVERVIEW

As Directorate Liaison Officer you are required to facilitate and support direct communications and policy advice between the Directorate and Ministers' Offices where CMTEDD is the portfolio Directorate, and as necessary other Directorates and Ministers' Offices. You will provide specialist assistance in matters relating to Cabinet, the Legislative Assembly, constituent meetings and functions. You will also provide advice and support in relation to the coordination of Whole of Government matters.

This position reports through the Senior Director, Office of the Deputy Director-General in OIRWS however services multiple areas of CMTEDD primarily the Office of Industrial Relations and Workforce Strategy and Worksafe ACT.

WHAT YOU WILL DO

As Directorate Liaison Officer you will:

1. coordinate the drafting of complex/sensitive Ministerials for the Minister;
2. facilitate the provision of policy advice to the Minister on portfolio issues;
3. manage political sensitivities and work collaboratively with Ministers' offices, senior agency representatives, Directorate officials, community and business;
4. foster the relationship between the Minister's Office and Directorate by developing and maintaining productive relationships with ministerial staff, Directorate executives and officers, and other key stakeholders including other DLOs, staff from cross government directorates and the ACT Legislative Assembly Chamber Support Office and Committee offices;
5. facilitate and monitor the flow of information between the Minister's Office and the Directorate;
6. maintain a high-level understanding of emerging issues and advise the Director-General/ Executives of these issues; and
7. provide advice and assistance in relation to Cabinet and Assembly processes and Whole of Government coordination.

This position does not involve direct supervision of staff. The DLO position is a rotational placement, usually of 12 months duration.

Note: A merit pool will be established from this selection process which may be used to fill vacancies over the next 12 months.

WHAT YOU REQUIRE

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

Professional / Technical Skills and Knowledge

1. Demonstrated high-level leadership, management and the ability to solve problems with limited direction and maintain a high level of discretion and confidentiality.
2. Demonstrated capacity to think critically and use sound judgement in supporting the provision of high-level strategic policy direction and advice in relation to Cabinet and Assembly procedures and processes and other whole of government issues.
3. High-level oral and written communication skills, including interpersonal, liaison, negotiation and representational skills.

Behavioural Capabilities

1. Highly motivated to deliver and operate in a complex, dynamic and sensitive environment with minimal supervision, to work under pressure and within competing and tight timeframes.
2. Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of

workplace diversity, participative work practices and occupational health and safety principles and practices.

3. A customer-oriented approach to dealing with Ministerial, ACT Government, and Legislative Assembly staff.

Compliance Requirements/Qualifications

- Experience with digital records management systems is highly desirable.
- Experience and understanding of ACT Government Cabinet, Assembly, and machinery of government processes is desirable.
- This position may require the successful applicant to either hold or be able to obtain a baseline security clearance.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Directorate Liaison Officer (position number 72231) 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	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Frequently
STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
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	Occasionally
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)	Never
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	Never
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Occasionally
TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
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