



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Division: Corporate

Business Unit: People and Capability

Position Title: Director, People and Performance

Position Requirements: N/A

Position Number: P51622

Classification: SOGB

Location: Hybrid (WFH, City and Flexispaces)

Last Reviewed: August 2026

DIRECTORATE OVERVIEW

The Chief Minister, Treasury 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.

CMTEDD is a values-based organisation where all employees are expected to embody the prescribed core ACTPS values of respect, integrity, collaboration and innovation, and the additional CMTEDD values of reconciliation and leadership for CMTEDD, as well as demonstrate the related signature behaviours.

DIVISION OVERVIEW

The CMTEDD Corporate Division leads the delivery of strategic solutions to CMTEDD on key initiatives of business governance, workforce capability and digital transformation, and supports the Head of Service in delivering Directorate objectives.

The Corporate Executive Group Manager is also CMTEDD's Senior Executive Responsible for Business Integrity and Risk, Public Interest Disclosure Officer, and Chair of the Executive Management Group, Directorate Consultative Committee and WHS Tier 1 Committee.

BUSINESS UNIT OVERVIEW

The People and Capability branch provide solutions, advice and support to the leaders and staff of CMTEDD to enable them to fulfil their people management responsibilities.

The branch's services encompass work health safety and wellbeing, employee relations, injury management, learning and development, workforce data analytics, and culture.

POSITION OVERVIEW

The position is responsible for the supporting the leadership of the People and Performance team, including operational delivery of the directorate's employee relations, injury management, recruitment and employment programs (including Executive recruitment), and strategy functions. This role also supports the Senior Executive Responsible for Business Integrity and Risk (SERBIR) functions.

The role has several direct reports and supports the leadership of a team who work in a hybrid office/remote work environment. The position reports to the Senior Director, People and Performance.

WHAT YOU WILL DO

1. Lead a team delivering complex people management outcomes in conduct, performance, injury management, recruitment, employment conditions, HR practices and policy; as well as the design and delivery of HR programs and projects.
2. Provide coaching, guidance and support to executives, managers and staff on various staffing matters (e.g. underperformance, recruitment, misconduct and injury management), industrial relations, and effectively manage the escalation and resolution process of such matters.
3. Oversee Executive Action Requests, Attraction and Retention Incentives, and Employment Programs, as well as updates to HR processes and policies.
4. Support the SERBIR in the management and investigation of Public Interest Disclosures, and matters pertaining to fraud and corruption.
5. Assist the Senior Director – People and Performance, and Executive Branch Manager – People and Capability, to represent CMTEDD at different meetings and forums, including those regarding industrial advice and more complex/strategic HR matters with a variety of stakeholders including other Directorates, unions, ACT Government Solicitor, Fair Work Commission, ACT Human Rights Commission, and other bodies as required.
6. Other duties as required in line with SOGB capabilities.

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. Proven understanding and strong knowledge of the legislative and industrial frameworks (including employment policies and processes) governing employee relations in a public sector environment; and demonstrated ability in interpreting and applying these frameworks.
2. Highly developed written and verbal communication skills with demonstrated ability to articulate clear and accurate information in various mediums; and influence outcomes.
3. Well-developed people management skills, including the ability to lead a responsive and customer-focused team; and ability to support the psychosocial safety of team members.

Behavioural Capabilities

1. Capability to facilitate sensitive conversations with all levels of staff and various stakeholders (including unions) regarding workplace matters.
2. High-level interpersonal skills with demonstrated ability to work collaboratively, consult, negotiate and influence to achieve successful outcomes.
3. Demonstrated commitment to the ACTPS Values and Signature Behaviours, Reconciliation and Closing the Gap, and Workplace Health and Safety.

Compliance Requirements/Qualifications

Prior experience and qualifications in human resources (including work experience in senior officer HR roles) will be highly regarded.

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	Occasionally
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	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)	Frequently
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	Occasionally
Sequential repetitive movements in a short amount of time	Frequently

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	Frequently
Exposure to potentially distressing case material	Frequently

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