



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Position Number: P63955

Division: Corporate

Classification: Senior Officer Grade C

Business Unit: People and Capability

Location: Canberra City / Hybrid

Position Title: Assistant Director, Culture and Employee Engagement

Last Reviewed: January 2025

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 as demonstrate the related signature behaviours.

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 and leads the strategic direction for the ACT Public Service, to ensure that it is well positioned to perform its role.

DIVISION OVERVIEW

Corporate provides a range of strategic, governance, organisational development, administrative and human resource functions for the Chief Minister, Treasury and Economic Development Directorate. The Executive Group Manager is also the CMTEDD Senior Executive Responsible for Business Integrity and Risk.

BUSINESS UNIT OVERVIEW

The People and Capability Branch provides 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 and workforce data analytics.

POSITION OVERVIEW

As an Assistant Director in the Culture & Employee Engagement Team you will lead and/or contribute to designing and implementing workforce strategies and initiatives that promote a diverse and engaged workforce and a positive workplace culture. The role works collaboratively with stakeholders, business areas and other CMTEDD Corporate teams to define workforce requirements and design, implement and evaluate strategies to address identified gaps.

WHAT YOU WILL DO

Under limited direction, this position is responsible for:

1. The development, implementation and review of strategic initiatives that promote a diverse and engaged workforce and a positive, inclusive workplace culture.
2. In partnership with the executive, key stakeholders and staff, develop and implement frameworks and strategies that translate Directorate and Whole of Government diversity and inclusion initiatives into practical actions.
3. Research and prepare briefs, strategies, reports and correspondence for a diverse range of audiences.
4. The provision of quality client services, guidance and support to CMTEDD executives and staff to successfully operationalise workforce strategies.
5. Develop, manage and maintain effective working relationships with stakeholders both internal and external to the ACT Government.
6. Coordinate events and activities related to culture and engagement for CMTEDD.
7. Represent the Directorate at various forums.
8. This position may involve direct supervision of staff.

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 experience developing and implementing strategic initiatives that support diversity, inclusion and engagement in the workplace.
2. Demonstrated ability to manage large projects through to completion.
3. Highly developed written communication skills including the ability to present complex information in a clear, concise and articulate manner.

Behavioural Capabilities

1. Well-developed interpersonal and stakeholder management skills, including the ability to communicate with influence and sensitivity across a diverse audience to achieve results.
2. Demonstrated commitment to acting in accordance with the ACT Public Service Values and Signature Behaviours to support the ongoing development an inclusive and safe workplace.

Compliance Requirements / Qualifications

1. Qualifications in Human Resources, Organisational Development or related disciplines, or equivalent experience, is highly desirable.
2. This position does not require a pre-employment medical.
3. This position does not require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Culture and Employee Engagement (position number P 63955) 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	Occasionally
Graphical/analytical based	Occasionally
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	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
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)	Never
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	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never

Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
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