



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Position Number: P33491

Division: Office of Industrial Relations and Workforce Strategy

Classification: SOGC

Section: Recruitment and Information Services

Location: Hybrid work

Position Title: Assistant Director, Recruitment and Information Services

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

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

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, Directorate Ministers and 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 Director-General of CMTEDD is also the Head of Service.

More information is available at <https://www.cmtedd.act.gov.au>.

DIVISION OVERVIEW

The Office of Industrial Relations and Workforce Strategy (OIRWS):

- provides strategic advice to the ACT Government on public sector employment, including payroll, recruitment and human resources data analytic services;
- provides ACTPS employment policy and procedural framework, including secure employment and the *Public Sector Management Act*;
- supports good governance in the public sector by developing effective workplace relations policy, legislative and industrial frameworks, including appointment policy and advice;
- conducts ACTPS enterprise bargaining and supports enterprise agreement compliance;
- undertakes ACTPS classification and remuneration reviews;

- supports the PC-HRM program;
- administers the Secure Local Jobs Code certification scheme;
- is responsible for management and prevention of workplace injuries and workers' compensation self-insurance arrangements for the ACT Public Sector;
- manages the ACT private sector workers' compensation Scheme - including policy, legislation and the supervision of the ACT Default Insurance Fund;
- provides health and safety services and safety system improvement programs to ACT government directorates, including ACTPS health, safety and wellbeing policy and services;
- provides ACTPS return to work, rehabilitation and redeployment policy and services;
- provides advice and development of legislation on industrial relations (including workplace health and safety, dangerous substances and asbestos, workers' compensation, workplace privacy and portable long service leave);
- supports for the ACT's contribution to the national harmonisation of work health and safety and workers' compensation laws;
- provides ACTPS entry level employment programs including graduate and vocational recruitment programs;
- designs ACTPS workforce strategy and policy services for diversity and inclusion, Aboriginal and Torres Strait Islander employment, learning and development and the flexible work program;
- provides Integrity Commission liaison services

OIRWS also sets and clarifies the direction of the ACTPS workforce capability requirements to meet current and future needs, and to establish the conditions to enable success.

BUSINESS UNIT OVERVIEW

Recruitment and Information Services is responsible for providing whole of government services including recruitment, assessment and referral of excess and potentially excess officers, management of the employee self-service system HR21, executive engagement and employment contract management, position, and organisation management, and governance of human resources information.

POSITION OVERVIEW

The Assistant Director, Recruitment and information Services position has multiple priorities, including the oversight of a team delivering recruitment services to ACT Government directorates and agencies. The Assistant Director will motivate and manage the team to deliver services in line with key performance indicators and support supervisors to make decisions on competing workload priorities. This position sits within a fast-paced, dynamic environment with competing priorities, requiring exceptional operational skills.

WHAT YOU WILL DO

Under limited direction, you will provide professional advice, leadership and services in relation to the development and continuous improvement of centralised recruitment practices. Specifically, you will:

- Develop, coordinate, and manage the provision of quality assured processes relating to end-to-end recruitment practices and related employment activities for government.
- Promote a customer focused culture through strong governance, accountability, and monitoring of customer service outcomes.
- Manage a team (10–15 FTE) to ensure they have the skills and knowledge to perform the duties of their positions. Inclusive of managing staff well-being, WHS, underperformance and staff development.
- Work collaboratively with directorates and stakeholders to lead the development and monitoring of best practice HR processes across the ACTPS.
- Monitor and evaluate processes to ensure they are effective, efficient, and consistent with ACTPS frameworks and to identify opportunities for improvement.
- Work collaboratively with other team members in order to achieve business objectives²

This position involves direct supervision of personnel and will require flexibility to attend the office to support training and other events as required by management.

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated ability to interpret and apply legislation, policy, standards and statutory frameworks governing recruitment and employment conditions across government.
2. Highly developed written and verbal communication skills, including the ability to influence, negotiate and build effective stakeholder relationships.
3. Demonstrated ability to analyse data and information, ensuring accuracy, attention to detail and evidence-based decision making.
4. High level proficiency in recruitment systems, information management practices and Microsoft 365 applications.

Behavioral Capabilities

5. Demonstrated ability to foster a culture of customer focus, continuous improvement and service excellence, driving improvements in service quality and operational efficiency.
6. Demonstrated leadership and people management skills that build team capability, promote wellbeing and achieve organisational outcomes.

7. Ability to establish, influence and maintain productive relationships with internal and external stakeholders to achieve strategic outcomes.
8. Demonstrated ability to think strategically, lead change and contribute to the development of innovative and sustainable workforce solutions.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Recruitment and Information Services and indicates how frequently each of these requirements would be performed. Please note that CMTEDD 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	Never
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Occasionally
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)	Frequently
Working in a call centre environment	Occasionally
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Never
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	Never

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	Occasionally

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