



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate	Position Number: P52862
Division: Office of Industrial Relations and Workforce Strategy	Classification: Senior Officer Grade C
Business Unit: Employment and Industrial Relations Group, Legal Coordination Unit	Location: Canberra City
Position Title: Assistant Director, Legal Coordination	Last Reviewed: 16 September 2026

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the 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.

DIVISION OVERVIEW

The Office of Industrial Relations and Workforce Strategy (OIRWS) provides the formal structure to lead the ACT Public Service (ACTPS) industrial and employment agenda into the future. The OIRWS has a strong and clear focus on education, consultation and awareness raising.

OIRWS was established to support a more effective ACTPS – where strategy, industrial relations, WHS and employment policy and governance is developed and delivered in a consistent and collaborative manner. The intent is to build greater trust with, and between, all stakeholders and ensure that employee workplace experiences are consistent across the ACTPS.

OIRWS has a broad remit across the people, service, policy, regulatory and property portfolio. Across our four organisational pillars, we:

- lead whole of service workforce transformation strategy, policy, and programs;
- provide strategic advice to the ACT Government on public sector employment;
- support good governance in the public sector by developing effective workplace relations policy and industrial frameworks;
- support good governance in integrity practice and frameworks;
- provide support to the Head of Service, the Strategic Board, and its sub-committees;

- provide health and safety services and safety system improvement programs to directorates;
- manage the public sector workers' compensation self-insurer;
- manage the ACT private sector workers' compensation Scheme (the Scheme) - including policy, legislation, and the supervision of the ACT Default Insurance Fund;
- provide advice and development of legislation on industrial relations (including workplace health and safety, dangerous substances and asbestos, workers' compensation, workplace privacy, portable long service leave and the public sector employment framework);
- influence national work health and safety and injury management policies, legislation and initiatives via the SafeWork Australia process;
- provide a range of centralised corporate support services to directorates and agencies including but not limited to: financial functions, payroll and payroll reporting, recruitment and new employee onboarding, and corporate functions; and
- provide expert community and government property management and accommodation services on behalf of the ACT Government.

OIRWS consists of:

- Capability Culture and Governance Group;
- Employment and Industrial Relations Group;
- Work Safety Group.

BUSINESS UNIT OVERVIEW

The Employment and Industrial Relations Group (EIRG) provides advice and supports the Government and directorates to better understand its industrial relations requirements and to ensure its industrial relations obligations are being met.

EIRG provides advice and supports the Government and directorates on Whole of Government industrial and workplace relations and employment matters, which includes:

- advising Government on the ACTPS employment framework, wages policy and enterprise agreement negotiation strategies;
- negotiating the common terms and conditions aspects of all (18) ACTPS enterprise agreements;
- overseeing and advising the Government on the overall bargaining process;
- reviewing, implementing and interpreting the Public Sector Management Act and Standards and the enterprise agreements;
- developing and maintaining a robust policy and procedure framework;
- assisting directorates in settling industrial disputes when they arise;
- management of several service-wide processes, including redeployment, the Attraction and Retention Incentive Framework, misconduct and appeals;
- supporting the ACTPS and Unions' Joint Council; and
- providing advice to the Head of Service and the Government on various matters.

POSITION OVERVIEW

The Assistant Director, Legal Coordination, is a member of a small team which provides high level strategic

and operational advice on whole-of-government employment, industrial and workplace relations issues. This position reports to the Director, Legal Coordination.

The nature of the work that the EIRG undertakes is complex and there are times when the EIRG seeks legal advice and services from the ACT Government Solicitor's Office (GSO). The Legal Coordination team is responsible for managing the coordination of requests, understanding the status of these and following up on outstanding matters, communicating the advice received and assisting with interpretation if required, and providing general legal support to the team.

The Legal Coordination team is also responsible for developing policies and processes on employment related legislation and other employment law issues, and for providing quality advice to the ACT Government and Directorates. The team is also responsible for the application, implementation and interpretation of Public Sector employment related legislation supported by GSO where appropriate.

This position requires public sector industrial relations experience and legal knowhow to coordinate matters and provide advice where appropriate. This position also requires professionalism, commitment to the delivery of quality and timely outputs and an understanding of the importance of maintaining confidentiality and discretion in all aspects of work.

DIVERSITY STATEMENT

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are strongly encouraged to apply.

WHAT YOU WILL DO

Under direction from the Director, Legal Coordination, you will:

1. Triage and coordinate legal requests to and from the Government Solicitor's Office which may include the provision of legal advice on routine matters or assisting with the interpretation of advice where relevant.
2. Manage all requests for legal advice to determine if additional legal advice is required or advise on the relevance of existing legal advice.
3. Develop and maintain a process/register to capture requests and legal advice ensuring a coordinated approach to EIRG services.
4. Provide general legal support to the team.
5. Assist with developing and reviewing employment and governance policies and legislation.
6. Interpret, apply and provide advice on a range of employment related and other legislation.
7. Research and analyse data in order to support the development, review and provision of advice.
8. Liaise with a range of stakeholders.
9. Maintain a high level of confidentiality in all aspects of the work and deal sensitively with issues as they arise.
10. Model behaviours consistent with the ACT Government's Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with the Directorate's Work Health and Safety system.

WHAT YOU REQUIRE

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

1. Excellent organisational skills, in particular a demonstrated ability to establish priorities, exercise initiative, manage multiple projects and deliver outputs within agreed time frames.
2. Highly developed written, research and policy development skills, with demonstrated experience in developing employment policies and interpreting and applying legislation.
3. Strong written and oral communication skills with demonstrated experience in preparing briefs, advice and other policy documents to explain complex matters with a high attention to detail.
4. Strong relationship building and stakeholder management skills, including the ability to effectively liaise and negotiate with senior stakeholders.
5. Demonstrated ability to work effectively both individually and in a busy small team environment; including a willingness to work flexibly and assisting others where necessary and contribute to wider team goals.
6. Understanding of and commitment to public service values covering ethical standards and commitment to the principles of workforce diversity, participative work practices, occupational health and safety and staff development and learning.

Compliance Requirements/ Qualifications

7. Legal qualification or extensive experience in a legal discipline are highly desirable.
8. Qualification/s or extensive experience in an IR or HR related discipline are highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Legal Coordination (position number P52862) 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	Never
Designated workstation (Frequently if working from home)	Never

*Note: the position works in an activity based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

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	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)	Occasionally
Working in a call centre environment	Never
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	Occasionally
Lifting 5 - 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
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	Never
Exposure to potentially distressing case material	Occasionally

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