CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director, Safety and Wellbeing

Classification: Senior Officer Grade C

Position number: P60184

Division: Chief Operating Officer

Business unit: People, Safety and Culture

Location: Dickson, ACT

Reports to: Director, Safety and Wellbeing

Date last reviewed: 18/03/2026

Position requirements: N/a

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW

The Corporate Services Division is responsible for the Directorate's financial and budgetary activities and for delivering key operational activities that support the Directorate's core business, including facilities management, fleet management, records management compliance, ICT system

support, human resources including safety and wellbeing and managing responses to public access requests including Freedom of Information.

The Division is also responsible for risk management, emergency management, fraud control, corporate and business planning and managing customer feedback. It manages the formal relationship with ACT Shared Services in terms of finance, human resources and procurement services and delivers several programs in partnership with Shared Services.

BUSINESS UNIT OVERVIEW

The People, Safety and Culture Branch supports the Directorate through a broad range of strategic human resource (HR) management functions that create, foster and grow a culture of high performance, safety and integrity within our Directorate. The Branch is responsible for strategic HR services relating to:

- Culture and employee engagement
- Workforce planning and reporting
- Employee and industrial relations
- HR strategy, policy and guidance
- Workplace health, safety and wellbeing
- Injury management
- Performance support
- Learning and development
- Diversity and inclusion
- Recruitment and Talent support

POSITION PURPOSE

Reporting to the Director, Safety and Wellbeing, the Assistant Director supports the embedding and maintenance of a strong workplace safety and wellbeing culture across the directorate. The Assistant Director role is required to work under limited direction and is required to maintain a strong hands on operational presence. The position is responsible for the development and implementation of targeted and systematic health and safety initiatives and proactive programs that promote health and wellbeing across the directorate. The Assistant Director needs to demonstrate empathy, critical thinking and resilience, and have a proven record of exercising sound judgment and considered decision-making in complex and sensitive situations.

DUTIES / RESPONSIBILITIES

1. Assist to develop, implement and maintain safety, health and wellbeing strategies, systems and programs, including the ongoing implementation and refinement of the directorate WHS management system.
2. Support branch level compliance with the *Work Health and Safety Act 2011*, standards and best practise by maintaining an up-to-date knowledge of all relevant WHS legislation, policy and practices, providing advice, assistance and an expert consultancy service on all aspects of work health and safety.

3. Ensure WHS risk assessments, safety audits and assurance activities are regularly conducted across branches; ensure all reported incidents and hazards are responded to as soon as reasonably practicable and provide input to preventative measures to mitigate and reduce further workplace risk and incidents.
4. Support wellbeing in the workplace through targeted and effective programs and interventions, including active monitoring of trends and developments, and assist branches to develop risk specific programs in line strategy and risk profile.
5. Provide support and guidance to managers, health and safety colleagues and health and safety representatives with incident investigations, and ensure that corrective actions are implemented.
6. Provide advice and support to branches on work health and safety issues, WHS procurement activities and make practical and sustainable recommendations.
7. This position involves working collaboratively with a Director and may involve direct supervision of one staff member.

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. High-level understanding and demonstrated application of relevant legislation and standards including the WHS Act (2011), WHS Regulations (2011), ISO 45001:2018.
2. Experience in the delivery of contemporary and connected projects and practices in accordance with ACTPS Policy and CED Safety and Wellbeing Strategy including driving continuous improvement.
3. Demonstrated experience, skills and capabilities in design and delivery of WHS systems, policy and procedure and practitioner expertise in undertaking inspections, audits and reporting.
4. Well- developed written and oral communication skills including liaison, negotiation and representational skills, particularly in dealing with complex and sensitive matters and multiple stakeholders.
5. Expertise in delivering agreed strategic business outcomes and solutions by taking initiative, managing resources and setting clear direction and providing guidance for executives, senior managers, and related business teams.
6. Ability to establish and maintain effective and diverse strategic business partnerships, through collaboration, engagement, responsiveness and influence.
7. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Certificate IV in Workplace Health and Safety is highly desirable.

- Qualifications and/or experience in WHS investigations are highly desirable.
- A Certificate IV in Training and Assessment (TAE) and/or qualifications/experience in WHS auditing are desirable.
- Demonstrated experience operating with operational teams within a Work Health and Safety environment.
- Driver's licence [C-Class] is desirable.
- Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.
- This position **does not** require a Working with Vulnerable People Check.
- This position **does not** require a Security Clearance.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Safety and Wellbeing (position number P60184) and indicates how frequently each of these requirements would be performed. Please note that CED 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	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation ***The position in an activity based work environment***	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
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)	Occasionally
Peaks and troughs	Frequently
Frequent paid overtime	Never
Rostered shift work	Never

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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)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Never
Reaching	Never
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
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
Exposure to potentially distressing case material	Occasionally

OTHER	FREQUENCY
Uniform required	Occasionally
Personal Protective Equipment (PPE) required	Occasionally

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