



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

# POSITION DESCRIPTION

**Directorate:** Chief Minister, Treasury and  
Economic Development

**Division:** Office of Industrial Relations and  
Workforce Strategy

**Group:** Work Safety Group

**Branch:** Strategy and Services

**Business Unit:** Injury Management

**Position Title:** Director

**Position Number:** 26670

**Classification:** SOG B

**Location:** Level 5 220 London Circuit

**Last Reviewed:** July 2024

## DIRECTORATE OVERVIEW

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Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, Treasurer, Minister for Economic Development and the Cabinet on policy, financial and economic matters, service delivery and whole of government issues. The Directorate facilitates the implementation of government priorities and drives many new initiatives, including Access Canberra which provides a range of ACT Government shopfront and regulatory services. The Directorate is also responsible for Shared Services which provides financial, ICT and HR support across Government. The Director-General of CMTEDD is also the Head of Service.

## DIVISION OVERVIEW

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The Office of Industrial Relations and Workforce Strategy (OIRWS) was established to continuously improve ACT employment conditions and workforce productivity.

It brings together the staff, systems and infrastructure responsible for ACT public sector workforce planning, health, safety, integrity and employment conditions, the ACT industrial relations policy and legislative arms and related service areas. It will:

- optimise ACT workplace relations regulatory frameworks by monitoring the performance of and reforming work health and safety, workers' compensation, public sector employment, workplace privacy and portable long service leave legislation
- provide community and government property management and accommodation services and manage the Secure Local Jobs Code; and
- build the capacity, capability and agility of the ACT public sector by:

- developing and leading innovative workforce transformation strategies, policies and programs
- devising and delivering workers' compensation, health safety and wellbeing services and programs that protect, promote and support workforce health and wellbeing
- developing progressive employment policy and promoting its consistent and compliant application
- ensuring exemplary professional standards and accountability via integrity practice and frameworks; and
- providing efficient and effective support services to the ACT public sector including financial functions, payroll and recruitment.

The work of the OIRWS will develop and maintaining cooperative and constructive relationships with its stakeholders, focussing strongly on education, consultation and awareness raising.

The intent is to build greater trust with, and between, all stakeholders and ensure that employee workplace experiences are consistent across the ACTPS.

## **GROUP OVERVIEW**

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The Work Safety Group is responsible for:

- management and prevention of workplace injuries and workers' compensation self-insurance arrangements for the ACT public sector
- management of the ACT private sector workers' compensation Scheme (the Scheme) - including policy, legislation and the supervision of the ACT Default Insurance Fund
- the provision of health and safety services and safety system improvement programs to ACT government directorates
- the provision of 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); and
- support for the ACT's contribution to the national harmonisation of work health and safety and workers' compensation laws.

## **BUSINESS UNIT OVERVIEW**

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The Strategy and Services Branch conceptualises, designs, implements and evaluates an integrated and contemporary program of work to optimise the health, safety and wellbeing of ACT public sector employees.

The Injury Management Team is responsible for the delivery of return to work and injury management services, including rehabilitation case management, to ACTPS workplaces and injured or ill ACTPS workers.

The team advocates and champions a culture of care, to minimise the adverse health, social and economic consequences of injury and illness for the ACT public sector and its employees.

## **DUTIES / RESPONSIBILITIES**

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Reporting to the Senior Director, under limited direction, the Director will:

- apply technical and specialist knowledge in the area of workers' compensation and injury management to assist the ACTPS in effectively managing work rehabilitation and return to work;
- build the capability of rehabilitation case managers to understand and deliver work rehabilitation approaches that maximise return to work outcomes;
- drive continuous improvement practices to ensure the effective management and monitoring of the Rehabilitation Management System;
- provide high level advice and assistance to directorates and agencies to inform an evidence-based, consistent and practical approach to support work rehabilitation and injury management work participation and productivity;
- review, develop and implement programs and projects to support the delivery of work rehabilitation and injury management services and maximise return to work outcomes;
- prepare and coordinate complex briefings and correspondence;
- manage a varied workload including being flexible to respond to, and address, emerging issues;
- establish, monitor, assess and report on trends in work rehabilitation that lead to the development of initiatives to support high level performance in rehabilitation outcomes.

This position does not require a pre-employment medical, or a working with vulnerable people check.

This position does involve direct supervision of personnel.

## **SELECTION CRITERIA**

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1. Advanced knowledge of contemporary rehabilitation and workers' compensation issues, practice and legislation and the ability to translate this knowledge into practical advice, strategies, and programs.
2. Demonstrated experience leading teams and managing people, partnerships and technology to deliver effective work rehabilitation and injury management services.
3. High-level written and oral communication skills and the ability to prepare a range of material including correspondence, reports and service delivery documents.
4. Excellent liaison and negotiation skills and the ability to establish and sustain effective internal and external working partnerships to facilitate collaborative problem solving.
5. Demonstrated experience in applying the public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

## **QUALIFICATIONS/ REQUIREMENTS**

Tertiary qualifications and/or relevant experience in work rehabilitation, injury management or allied health, will be highly regarded.

Significant and recent experience in managing a team delivering workers' compensation, injury management or claims management under the Safety, Rehabilitation and Compensation Act 1988 for a large, diverse workforce will also be highly regarded.

Further information on working at CMTEDD can be found at:

[http://www.jobs.act.gov.au/data/assets/pdf\\_file/0010/839467/Working-in-CMTEDD.pdf](http://www.jobs.act.gov.au/data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf)

## WORK ENVIRONMENT DESCRIPTION

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The following work environment description outlines the inherent requirements of the role of Director 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  | Frequently   |
| Sitting at a desk           | Frequently   |
| Standing for long periods   | Occasionally |
| Designated workstation      | Occasionally |

| 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)     | Occasionally |
| Working in a call centre environment                        | Never        |
| Working directly with the public                            | Never        |

| PHYSICAL DEMANDS                                             | FREQUENCY    |
|--------------------------------------------------------------|--------------|
| Distance walking (large buildings or inter-building transit) | Occasionally |
| Working outdoors                                             | Never        |

| MANUAL HANDLING                                           | FREQUENCY    |
|-----------------------------------------------------------|--------------|
| Lifting 0 – 5kg                                           | Frequently   |
| 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 | Occasionally |

| <b>TRAVEL</b>                         | <b>FREQUENCY</b> |
|---------------------------------------|------------------|
| Frequent travel – multiple work sites | Occasionally     |
| Frequent travel – driving             | Occasionally     |
| Frequent travel – interstate          | Occasionally     |

| <b>SPECIFIC HAZARDS</b>                           | <b>FREQUENCY</b> |
|---------------------------------------------------|------------------|
| 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       |

| <b>OTHER</b>                                 | <b>FREQUENCY</b> |
|----------------------------------------------|------------------|
| Uniform required                             | Never            |
| Personal Protective Equipment (PPE) required | Occasionally     |