POSITION DESCRIPTION

Directorate: Digital Canberra

Position Number: P72358

Division: Corporate Services Group

Classification: SOGB

Business Unit: DCBR Transition Team

Location: Hybrid working arrangements Winyu House Gungahlin, and work from home

Position Title: Director, Workforce Change and Engagement

Last Reviewed: 1 September 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

Digital Canberra leads the ACT Government's technology, digital, data, and cyber security services. We strive to improve the lives of Canberrans through delivering and supporting digital government services that are easy to access, save time, and are safe to use. We achieve this while also looking to the future – making technology investment decisions that will transform Canberra into a genuinely connected city.

Digital Canberra leads the implementation of the ACT Digital Strategy and ACT Digital Health Strategy, manages ICT infrastructure for our hospitals, schools, and public service, and represents the ACT at national digital, data, and cyber security forums.

Digital Canberra has a diverse workforce across many functions and sites. We have an inclusive culture, and we ensure our people are respected, valued, and involved.

DIVISION OVERVIEW

The **Corporate Services Group** provides a range of strategic, organisational, administrative and human resources functions for Digital Canberra. The group encompasses four branches:

- Communications and Engagement
- People and Capability
- Ministerial and Government Services
- Digital Canberra Transition

BUSINESS UNIT OVERVIEW

The Digital Canberra Transition Team is a dedicated, time-limited team established to lead the design and delivery of a transformative, whole-of-organisation initiative: the establishment of a new Digital Directorate for the Territory.

The creation of Digital Canberra consolidated and integrate two existing service areas and progressively incorporate digital delivery teams from all other Directorates and agencies, ultimately establishing a Directorate with a workforce of between 1200-1500 employees responsible for design and delivery of all digital strategy, capability and programs for the ACTPS. Operating under the leadership of an Executive Branch Manager, the DCBR Transition Team is structured across three capability domains:

- Engagement
- Finance
- Delivery

These roles require a high degree of agility, collaboration, and strategic foresight to navigate complexity and deliver sustainable transformation outcomes within tight timeframes.

POSITION OVERVIEW

The Director Workforce Change and Engagement reports to the Senior Director Engagement and provides specialist advice to executives and senior managers on industrial relations, employee relations, consultation, workforce transition and organisational change matters.

This position requires a strong understanding of ACT Public Sector enterprise agreements and relevant ACT and Commonwealth legislation, including the *Public Sector Management Act 1994*, *Public Sector Management Standards 2016* and the *Fair Work Act 2009*. Demonstrated experience supporting employee consultation, workforce transition and organisational change activities, including changes to employee conditions, is essential. Experience applying workplace health and safety principles, including psychosocial risk management, is also highly desirable.

This role serves as a key point of contact for consultation and transition matters, working closely with internal stakeholders, directorates and agencies across government, and unions. The role provides sound and practical advice to ensure compliance with legislative and whole-of-government requirements and supports the effective delivery of consultation and transition processes. The role contributes to the successful delivery of organisational change, workforce transition and Machinery of Government initiatives through consultation, employee engagement and implementation support.

WHAT YOU WILL DO

As Director Workforce Change and Engagement reporting directly to the Senior Director, you will:

1. Lead the development and delivery of consultation and transition materials for employees identified to transfer to Digital Canberra.
2. Provide high-quality analysis, insights and strategic advice to senior managers on employee feedback arising from consultation and transition activities, supporting informed decision-making on organisational priorities, workforce impacts and risk management.
3. Drive continuous improvement in consultation processes and governance arrangements to enhance efficiency, accountability and transparency.

4. Build and maintain strong relationships with senior stakeholders across the ACT Public Sector and unions, providing trusted advice and facilitating effective engagement on consultation and transition matters.
5. Provide expert advice on consultation obligations, industrial and employee relations matters, employment conditions, and transition readiness activities, including induction and capability development, to support compliant, consistent and effective implementation of organisational change.
6. Lead employee transition readiness activities, including onboarding, induction, capability development and other initiatives that support employees transferring to Digital Canberra.

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. Ability to interpret and apply industrial relations frameworks and provide practical, risk-based advice in a public sector environment.
2. Knowledge of public sector employment frameworks, enterprise agreements and relevant employment legislation. Experience in the ACT Public Sector is highly desirable.
3. Experience leading or supporting employee consultation and stakeholder engagement activities in a complex environment.
4. Experience supporting organisational change, workforce planning, organisational design and the implementation of employee-related change initiatives within complex environments.
5. Understanding an application of workplace health and safety principles, including psychosocial risk management.

Behavioural Capabilities

6. Proven ability to work with limited direction, manage competing priorities and deliver high-quality outcomes.
7. Strong stakeholder engagement, negotiation, collaboration and relationship management skills, with the ability to influence outcomes across diverse stakeholder groups.
8. Demonstrates a high level of attention to detail and accuracy, ensuring consultation, employment and transition activities are delivered consistently and in accordance with legislative and policy requirements.
9. Models ACTPS values and behaviours and supports others through change.

Compliance Requirements / Qualifications

10. Tertiary qualifications in Human Resources, Industrial Relations, Employment Relations, Business, Law or a related discipline, or extensive relevant workplace experience.