



ACT
Government

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Division: Office of Industrial Relations and Workforce Strategy

Group: Work Safety Group

Branch: Policy Branch

Business unit: Workplace Legislation & Policy

Position Title: Senior Director

Position Number: P18350

Classification: SOG A

Location: Level 5, 220 London Circuit

Last Reviewed: January 2026

DIRECTORATE OVERVIEW

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

The Office of Industrial Relations and Workforce Strategy (OIRWS) drives the continuous improvement of ACT employment, workplace safety and workforce capability and accountability in accordance with the public sector principles.

OIRWS brings together the expertise, policy, systems, services and programs responsible for leading best practice and evidence-based approaches to ACT public sector workforce employment, safety, capability and accountability at the whole-of-government level.

It is OIRWS' role to optimise the ACTPS' workforce performance, accountability and agility by:

- developing and delivering a progressive employment framework and associated conditions,
- driving and safeguarding work and workforce health and safety, and
- setting the parameters and standards for organisational capability, culture and accountability.

The office does this collaboratively with a range of stakeholders and in accordance with legislative requirements defined in the PS Management Act, including the ACTPS values and public sector principles.

OIRWS consists of:

- The Office of the Deputy Director General;
- ACTPS Employment and Industrial Relations Group;
- Work Safety Group; and
- Capability, Culture and Governance Group.

WORK SAFETY GROUP OVERVIEW

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, labour hire licensing, portable long service leave and the Secure Local Jobs);
- administration of the Secure Local Jobs Code
- leads the ACT's contribution to the national harmonisation of work health and safety and workers' compensation laws.

BRANCH OVERVIEW

The Policy Branch develops and leads transformative change initiatives that improve working conditions and workforce productivity in the ACT and nationally. It:

- designs and implements legislative reforms to improve the operation of regulatory frameworks;
- delivers and facilitates services to build public and private sector workforce capacity and capability;
- develops and executes workplace relations stakeholder engagement strategies focusing on policy bodies, employer and employee representative bodies, ACT and other Australian regulators;
- leads national workplace relations (including WHS and workers' compensation) policy reform, including through national policy forums such as SafeWork Australia, on behalf of the ACT Government; and

- provides related policy and strategic services and advice to the portfolio Minister, stakeholders and directorates.
- supports the Secure Local Jobs Code Registrar;
- administers the secure local jobs code (SLJC) requirements, including SLJC certification, monitoring the compliance of Code Certified Entities, investigating complaints and apparent non-compliance with the Code and supporting Territory Entities to comply with the Code as well as conducting ethical treatment of workers (ETWE) assessments under the *Government Procurement Act 2001*.

BUSINESS UNIT OVERVIEW

The Workplace Legislation & Policy Team is responsible for ensuring that the legislative frameworks for workers' compensation, workplace safety, dangerous goods and industrial relations are operating efficiently and support reductions in the health, social and economic impact of work injury. It also monitors and oversees the performance of the Territory's private sector workers' compensation scheme, represents the Territory at local and national forums covering work health and safety, injury management and industrial relations matters.

DUTIES / RESPONSIBILITIES

The Senior Manager, Workplace Legislation & Policy:

- leads, manages and mentors staff in formulating advice on strategic and legislative policy;
- develops close ties with community, employer and employee organisations;
- represents the ACT at senior level inter-jurisdictional meetings on workers' compensation, work safety and industrial relations matters;
- prepares and oversees the development of clear, concise and compelling reports and briefs to the Minister and the ACTPS Executive on issues impacting workers' compensation work safety and industrial relations matters;
- responsible for providing contributions to papers and policy for consideration and consultation with local representative advisory bodies, such as the ACT Work Health and Safety Council;
- responsible for the management and oversight of the legislative infrastructure for the ACT Public Sector self-insurance arrangements;
- responsible for providing the ACTs contributions and reporting to the Commonwealth in relation to international labour organisation obligations;
- maintains cooperative and productive working relationships and provides high level professional advice to internal and external stakeholders;

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

1. Demonstrated high-level leadership and management skills with the capacity to deliver significant policy and legislative projects;
2. Demonstrated understanding of work safety, workers' compensation and industrial relations legislation and policy;
3. High level written and oral communication skills together with experience in managing, building and maintaining effective stakeholder relationships;
4. Demonstrated ability to analyse multiple information sources to formulate evidence based strategic legislative policy advice.
5. Understanding of 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.

Other Relevant Qualifications and Experience:

Qualifications and/or equivalent relevant experience in law, industrial relations or workplace safety would be highly valued.

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

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of the Senior Manager, Regulatory Policy 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	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation Please note this is a position in an activity based working environment	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Frequently
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Never
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	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
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
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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	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
Exposure to potentially distressing case material	Occasionally

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