



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate (CMTEDD)

Position Number: P52112

Division: Office of Industrial Relations and Workforce Strategy (OIRWS)

Classification: SOG B

Location: Hybrid including in-office at 220 London Circuit Canberra City

Group: Cultural Transformation Group

Last Reviewed: June 2026

Position Title: Director

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Sector, working collaboratively both within government and with the community to achieve positive outcomes for the Canberra community.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government workforce 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 now and into the future.

DIVISION OVERVIEW

The Office of Industrial Relations and Workforce Strategy (OIRWS) is a central agency division within CMTEDD, responsible for leading the ACTPS industrial relations, employment, cultural transformation and workforce strategy agenda at a whole of government level.

OIRWS brings together policy, regulatory, advisory and service delivery functions to drive a coordinated evidence-based approach to workforce management, workplace safety and organisational capability across the ACTPS. Its core purpose is to optimise workforce performance, accountability and agility, ensuring the ACTPS is well positioned to meet current and future service delivery demands.

OIRWS consists of five groups. These include:

- The Office of the Deputy Director General;

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

GROUP OVERVIEW

The Cultural Transformation Group is an Aboriginal-led, whole-of-government reform group driving system-wide change across the ACTPS. It strengthens cultural safety, builds workforce capability, and embeds accountable, culturally informed practices to improve outcomes for Aboriginal and Torres Strait Islander peoples, in line with the recent closing the gap amendments to the *Public Sector Management Act 1994* and broader reform commitments.

The Cultural Transformation Group leads Priority Reform Three of the [National Agreement on Closing the Gap](#) by advancing enterprise-wide reforms to address institutional racism, create culturally safe workplaces, and uplift cultural capability, while strengthening Aboriginal and Torres Strait Islander employment, leadership and participation across the ACTPS through coordinated, measurable action.

POSITION OVERVIEW AND WHAT YOU WILL DO

Reporting to the Senior Director and Executive Group Manager, the Secretariat leads prioritisation, coordination and strategic alignment of the Cultural Transformation Group to the National Agreement on Closing the Gap, the ACT Aboriginal and Torres Strait Islander Agreement 2019-2028, specifically Phase Three and the recent closing the gap amendments to the *Public Sector Management Act 1994*.

Under limited direction, the Secretariat will:

- Coordinate CMTEDD's Closing the Gap commitments and governance, including providing secretariat support to the CMTEDD Internal Steering Committee (ISC) on Closing the Gap.
- Provide support for the monthly Head of Service and ACT Aboriginal and Torres Strait Islander Elected Body (Elected Body) Chair meetings, ensuring effective preparation, follow-up and accountability.
- Lead CMTEDD's engagement with Elected Body Hearings, including coordination of briefing packs.
- Prepare and coordinate Head of Service papers and briefings for the Strategic Board and the Closing the Gap Subcommittee.
- Be a strong and trusted ally to Aboriginal and Torres Strait Islander staff and external stakeholders, drawing on experience working alongside mob and maintaining respectful, established relationships across the ACT Public Service.
- Foster strong partnerships across directorates and agencies to coordinate the delivery of initiatives, provide strategic advice and promote streamlined, joined-up service delivery.

- Prepare and coordinate complex briefings, submissions and correspondence for Cabinet and Ministers, ensuring accuracy, timeliness and alignment with government priorities.
- Support the Executive Group Manager through high-quality briefing and advice for meetings with senior executives, governance bodies and other high-level forums, enabling informed decision-making and effective engagement.
- Contribute to other emerging priorities as required.

WHAT YOU REQUIRE

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

Professional Skills and Knowledge

1. Strong capability in coordinating whole-of-government governance processes, including Executive governance management and briefings, action tracking and accountability within complex decision-making environments.
2. Proven ability to prepare complex, high-quality briefings for senior executives and Ministers, while building trusted partnerships across the ACTPS and demonstrating cultural capability and credibility in working with Aboriginal and Torres Strait Islander staff and stakeholders.
3. Strong understanding of the National Agreement on Closing the Gap, the ACT Aboriginal and Torres Strait Islander Agreement 2019-2028, specifically Phase Three and the recent closing the gap amendments to the *Public Sector Management Act 1994* including associated governance, reporting and accountability requirements.

Behavioural Capabilities

4. Operates with professionalism, discretion and respect, building trusted relationships with Aboriginal and Torres Strait Islander staff and stakeholders through honesty, reliability and culturally safe practice.
5. Takes responsibility for delivering high-quality outcomes, adapts to changing priorities, and continuously improves processes to support effective governance and decision-making.

Compliance Requirements / Qualifications

- Demonstrate a strong understanding of the issues affecting Aboriginal and Torres Strait Islander peoples.
- Demonstrated ability to communicate respectfully and effectively with Aboriginal and Torres Strait Islander peoples, showing cultural understanding, awareness and sensitivity.

- Prior experience providing secretariat support to an Executive level position, particularly within and Aboriginal and/or Torres Strait Islander team/organisation will be highly regarded.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role 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	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never

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	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Frequent overtime	Occasionally
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)	Frequently
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	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never

Push/pull	Never
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	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	Never

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