



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate	Position Number: 61476
Division: Office of Industrial Relations and Workforce Strategy	Classification: Senior Officer Grade C
Business Unit: ACTPS Employment and Industrial Relations Group	Location: Canberra City
Position Title: Assistant Director, ACTPS Employment and Industrial Relations	Last Reviewed: May 2025

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively within government and with the community to achieve positive outcomes.

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

DIVISION OVERVIEW

The Office of Industrial Relations and Workforce Strategy (OIRWS) provides the formal structure to lead the ACT Public Service (ACTPS) industrial and employment agenda into the future. The OIRWS has a very strong and clear focus on education, consultation and awareness raising.

OIRWS was established to support a more effective ACTPS – where strategy, industrial relations, WHS and employment policy and governance is developed and delivered in a consistent and collaborative manner.

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

OIRWS has a broad remit across the people, service, policy, regulatory and property portfolio. Across our four organisational pillars, we:

- lead whole of service workforce transformation strategy, policy, and programs;
- provide strategic advice to the ACT Government on public sector employment;
- support good governance in the public sector by developing effective workplace relations policy and industrial frameworks;
- support good governance in integrity practice and frameworks;
- provide support to the Head of Service, the Strategic Board, and its sub-committees;
- provide health and safety services and safety system improvement programs to directorates;
- manage the public sector workers' compensation self-insurer;

- manage the ACT private sector workers' compensation Scheme (the Scheme) - including policy, legislation, and the supervision of the ACT Default Insurance Fund;
- provide advice and development of legislation on industrial relations (including workplace health and safety, dangerous substances and asbestos, workers' compensation, workplace privacy, portable long service leave and the public sector employment framework);
- influence national work health and safety and injury management policies, legislation and initiatives via the SafeWork Australia process;
- provide a range of centralised corporate support services to directorates and agencies including but not limited to financial functions, payroll and payroll reporting, recruitment and new employee onboarding, and corporate functions; and
- provide expert community and government property management and accommodation services on behalf of the ACT Government.

OIRWS consists of:

- Future Workforce Strategy Group;
- Work Safety Group;
- Public Sector Employment Group.

BUSINESS UNIT OVERVIEW

The ACTPS Employment and Industrial Relations Group (AEIRG) provides advice and supports the Government and directorates to better understand its industrial relations requirements and to ensure its industrial relations obligations are being met.

AEIRG provides advice and supports the Government and directorates on Whole of Government industrial and workplace relations and employment matters, which includes:

- advising Government on the ACTPS employment framework, wages policy and enterprise agreement negotiation strategies;
- negotiating the common terms and conditions aspects of all (18) ACTPS enterprise agreements;
- overseeing and advising the Government on the overall bargaining process;
- reviewing, implementing and interpreting the Public Sector Management Act and Standards and the enterprise agreements;
- developing and maintaining a robust policy and procedure framework;
- assisting directorates in settling industrial disputes when they arise;
- management of several service-wide processes, including redeployment, the Attraction and Retention Incentive Framework, misconduct and appeals;
- supporting the ACTPS and Unions' Joint Council; and
- providing advice to the Head of Service and the Government on various matters.

POSITION OVERVIEW

The Assistant Director, ACTPS Employment and Industrial Relations in the Office of Industrial Relations & Workforce Strategy is a member of a small team which provides high level strategic and operational advice on whole-of-government industrial and workplace relations issues.

The team is responsible for developing, negotiating and implementing enterprise agreements, related policies and processes, and for providing quality advice to the ACT Government and

Directorates. The team is also responsible for the application, implementation and interpretation of Public Sector employment related legislation.

As part of the central agency, the [Chief Minister, Treasury and Economic Development Directorate](#), you will exemplify the public sector values of respect, integrity, collaboration and innovation.

DIVERSITY STATEMENT

ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ+ are strongly encouraged to apply.

WHAT YOU WILL DO

Under limited direction, you will provide professional advice and services in relation to the development and implementation of the industrial relations and public sector employment frameworks, as well as advice on individual circumstances, including legal issues, stakeholder, client and customer engagement, capability uplift and education. Specifically, you will:

- support the negotiations for new enterprise agreements and work closely with all parties to those agreements to build strong and constructive relationships around the operation of the employment framework in the ACT public sector, including undertaking relevant research and preparing briefings for senior stakeholders;
- provide high level briefings and strategic advice to the Government and executive on public sector workplace and industrial relations matters;
- apply your knowledge of contemporary public sector workplace and industrial relations policy, practice, and frameworks to develop innovative solutions and reform proposals and lead projects to modernise the ACTPS;
- provide effective interpretative advice of a high order to directorates and Shared Services on public sector workplace and industrial relations matters;
- use your approachable style to bring a balanced point of view to persuade fellow stakeholders on public sector workplace and industrial relations outcomes; and
- provide support, assistance, timely and systematic advice and reporting on all aspects of the public sector employment in the ACT Public Sector.

WHAT YOU REQUIRE

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

1. Highly developed written and research skills with the ability to apply practical evidence-based research, sound judgement and problem-solving skills to complex policy, legal and workforce matters.
2. Proven ability to establish priorities, exercise initiative and deliver outputs within agreed and competing time frames.
3. Proven ability to build and manage stakeholder relationships, and to provide leadership and strategic direction in the development, implementation and review of relevant workforce matters and policies.
4. Proven ability to effectively represent the ACT Government and the Division on relevant workforce matters as required.
5. Understanding of public service values covering ethical standards and commitment to the principles of workforce diversity, participative work practices, workplace health and safety and staff development and learning.

PROFESSIONAL / TECHNICAL SKILLS AND KNOWLEDGE

- Strong leadership skills, including an ability to develop and maintain effective working relationships through an approachable style and achieve positive outcomes on complex industrial matters.
- Strong communication and negotiation skills. Extensive experience and detailed knowledge of contemporary workplace reform and industrial relations issues affecting a diverse organisation.

BEHAVIOURAL CAPABILITIES

- Values alignment: ability to demonstrate and authentically promote and enliven the ACT Public Service values.
- Stakeholder management: ability to understand, relate to and influence diverse and difficult stakeholder needs in a time of complex and rapid change.
- Influence and negotiation: ability to give and gain cooperation and persuade decision makers where there are divergent views and under difficult circumstances.
- Problem solving: capability, discretion and sound judgement in managing complex matters and influencing employment decisions.
- Priority Setting: ability to manage conflicting priorities, stakeholder demands and cases to ensure higher priority issues are resolved before escalating.
- Initiative: high level of initiative and ability to work independently as well as demonstrated ability to work collaboratively with a range of stakeholders.
- Teamwork: willingness to be proactive and help others, and make a valuable contribution to the continuous improvement of a positive, collaborative and effective work environment.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Relevant tertiary qualifications and experience in public sector employment or industrial relations in a diverse organisation is highly desirable.
- Conciliation and mediation qualification or certificate in alternative dispute resolution is desirable but not essential.
- These positions do not require a pre-employment medical.
- Driver's licence C Class is not essential.
- These positions do not require a Working with Vulnerable People Check.

POSITION DURATION

These are permanent positions.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of the Assistant Director, ACTPS Employment and Industrial Relations. Please note that CMTEDD is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

These positions operate within an Activity Based Working (ABW) environment. ABW is a transformation in the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

ADMINISTRATIVE	FREQUENCY
Telephone/mobile Phone use	Frequently
General computer use/in field technology	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	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)	Never
Peaks and troughs	Occasionally
Requirement to work 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)	Frequently
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (on roads, paths or nature strips)	Occasionally
Working outdoors	Never

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

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	Occasionally
Exposure to potentially distressing case material or work sites	Occasionally

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