

POSITION DESCRIPTION – ASSISTANT DIRECTOR PEOPLE & CAPABILITY

Directorate: City Renewal Authority	Position Number: P69441
Business Unit: Enabling Operations	Classification: SOGC
Position Title: Assistant Director, People and Capability	Last reviewed: March 2026

CITY RENEWAL AUTHORITY

The City Renewal Authority is responsible for revitalising the central parts of Canberra to make it a great place to live, explore and enjoy. In partnership with the community, the role of the Authority is to create a thriving city heart by delivering design-led and people-focused urban renewal focused on social and environmental sustainability.

Our **vision** is clear – *the City Centre is the heart of Canberra: a captivating gathering place where creativity, work, life and leisure come together.*

Our **mission** is to bring this vision to life by:

- creating culturally rich, sustainable and thoughtfully-designed places
- encouraging and facilitating opportunities for new investment
- celebrating our places and their points of difference
- attracting people to support local businesses
- engaging genuinely with our community
- maintaining and activating our spaces so they are welcoming and lively.

We work with purpose and passion, guided by the **ACTPS values** of *Respect, Integrity, Collaboration and Innovation*. At CRA, you'll join a team committed to shaping a city that reflects the best of Canberra – where good design meets community, and where every project is an opportunity to make a lasting impact.

Who we are

We are a diverse and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

Our organisation is committed to innovation and creativity, and we aim to display this through the delivery of exciting urban renewal projects in the City Renewal Precinct. We are motivated, hardworking and collegiate in our approach to our work.

What we offer

- ✓ Interesting and fulfilling projects where you can see the direct results of your own work,
- ✓ A high level of support from an experienced team of professionals,
- ✓ A flexible workplace in a newly renovated office, and
- ✓ Career progression in a unique forward thinking ACT Government organisation.

DIVISION/GROUP OVERVIEW

What we do

The Enabling Operations Group is responsible for the strategic management and operational delivery of the City Renewal's enabling, project, place experience and marketing services, providing the organisational foundation that supports effective decision-making, governance, engagement and day-to-day operations. The Group supports the Board, its committees, the Chief Executive Officer, executives and staff to ensure that City Renewal operates efficiently, transparently and in alignment with its strategic objectives.

The Group provides integrated leadership across portfolio and project management, finance, governance and assurance, human resources, communications and engagement, and place experience and marketing. These functions are delivered through the following teams:

- Portfolio Management Office
- Finance
- Governance and Assurance
- Place Experience and Marketing
- Communications and Engagement

The Enabling Operations Group plays a critical role in enabling the successful delivery of high-quality urban renewal outcomes in the City Renewal Precinct.

POSITION OVERVIEW

Under broad direction of an executive, the Assistant Director People and Capability leads and manages City Renewal's People and Capability function, ensuring the delivery of integrated workforce strategies, systems and services that support organisational performance and strategic priorities.

The role leads the development and implementation of workforce strategies, organisational capability initiatives and people-related policies, providing expert advice to inform strategic decision-making; operates with a high degree of autonomy by setting priorities, managing competing demands and applying professional judgement within established workforce governance and accountability frameworks; and plays a central part in shaping organisational capability, culture and workforce practices by leading enterprise workforce planning and resource management approaches that enable executives to make informed decisions on organisational priorities, capability and delivery.

The role will:

- Lead and manage the People and Capability function, setting direction and ensuring the delivery of integrated workforce strategies, services and systems aligned with organisational priorities
- Lead the development and implementation of workforce strategies and organisational capability initiatives, providing expert advice to support executive decision-making and alignment with ACTPS policies and whole-of-government frameworks
- Lead enterprise workforce planning and employment frameworks, including merit-based recruitment, attraction and retention incentives, classification reviews and secure work reviews to enable effective workforce resourcing, allocation and provide insights on capability and capacity risks
- Provide strategic advice to executives on complex and high-risk workforce matters, including employee and industrial relations, conduct, performance, organisational design and workforce governance
- Drive organisational design and workforce capability initiatives, including workforce planning, succession strategies and talent pipelines to meet current and future business needs

- Lead the development and implementation of HR policies, frameworks and practices, ensuring legislative compliance and embedding consistent, contemporary and risk-informed approaches
- Exercise strategic oversight of workforce systems and service delivery arrangements, including workforce planning tools, reporting frameworks and partnerships with service providers (e.g. Shared Services, contractors etc.)
- Lead organisational development, cultural initiatives and injury management in partnership with the portfolio agency, including diversity, inclusion, wellbeing and performance frameworks, and support the transition to a matrix resourcing model
- Represent the Authority in whole-of-government working groups and forums, meetings and negotiations with central agencies, unions and external partners, including enterprise bargaining and ACTPS-wide policy reviews

SELECTION CRITERIA

Professional/Technical Skills and Knowledge

1. Extensive knowledge of public sector employment and industrial relations frameworks, with the ability to interpret and apply legislation, enterprise agreements and policy in complex and sensitive environments
2. Experience in workforce planning and organisational design, including the application of data and analytics to inform workforce capability, resource allocation and organisational decision-making
3. Proven ability to develop and implement contemporary HR policies, frameworks and systems, ensuring alignment with organisational priorities and compliance with legislative and governance requirements
4. Highly developed advisory and communication skills, with the ability to provide strategic and evidence-based advice, prepare high-quality briefs, reports and governance documentation to support executive decision-making
5. Highly developed written and verbal communication skills with demonstrated ability to lead high-level operational and technical support and advice on employee/industrial relations and complex cases involving conduct, performance and grievance matters

Behavioural Attributes

- Strategic judgement and results – anticipate issues early, analyse complex problems and apply sound judgement under broad direction to provide clear, well-reasoned advice and make defensible decisions in dynamic environments, setting direction and taking accountability for outcomes across a broad and complex remit
- Collaborative influence and courageous conversations – build strong, trusting relationships with executives and stakeholders, work collaboratively to consult, negotiate and influence outcomes on complex or sensitive people matters confidently and facilitate sensitive workplace conversations at all levels with a practical, problem-solving approach
- Values-led people leadership and growth – lead people and functions effectively, setting clear expectations, developing capability and delivering results, while modelling ACTPS including ethical conduct, respect, inclusion and a commitment to workforce diversity and continuous learning and development

QUALIFICATIONS / WORK EXPERIENCE

- Relevant tertiary qualification in Human Resources (or related discipline) or equivalent senior experience leading HR functions or in senior public sector leadership, including ER/IR, policy development and complex case management
- Professional industry membership/accreditation (e.g. AHRI) and/or certificates in change or program management are highly regarded

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of this position 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	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specific 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
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	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	Never
Frequent travel – driving	Never
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	Frequently

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required: • Steel capped shoes • High visibility vest or clothing	Never