



POSITION DESCRIPTION

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

Position Number: E1297

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

Classification: Executive Level 2.4

Group: Public Sector Policy and Integrity Group (PSPi)

Location: Hybrid + 220 London Cct
Canberra City/Ngannawal Country

Position Title: Executive Group Manager, Public Sector Policy and Integrity Group

Last Reviewed: October 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 as demonstrate the related signature behaviours.

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 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. 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;
- Employment and Industrial Relations Group;
- Work Safety Group;
- Cultural Transformation Group; and
- Public Sector Policy and Integrity Group.

GROUP OVERVIEW

The Public Sector Policy and Integrity Group is responsible for:

- strengthening integrity, transparency and accountability across the public sector and delivering programs and services to enhance public sector capability; and
- driving workforce strategy, public sector management frameworks and capability programs to support a modern, high performing public sector.

The Group is delivering an ambitious legislation program to respond to the recommendations of the 2023 Govey Reviews into the *Integrity Commission Act 2018* and the *Public Interest Disclosure Act 2012*. This program will also deliver on a range of Election Commitments regarding integrity, including work to support the Public Sector Standards Commissioner and ACT Ombudsman policy and legislation.

The Group is also undertaking a range of programs to support the ACTPS to comply with statutory obligations and build an inclusive, efficient and effective workforce which embodies the ACTPS values, including:

- policy ownership of the Public Sector Management Act, the Integrity Commission Act and the Public Interest Disclosure Act, including a complex legislative and policy reform agenda;
- producing a range of workforce reporting and analysis including the ACTPS Survey and State of the Service Reports;
- whole-of-ACTPS leadership and talent development programs;
- fostering workforce diversity and inclusion through employment and development programs, and
- delivering the ACT Graduate Program for the ACTPS.

Additionally, the Group is responsible for working closely with Government and across the ACTPS to articulate, plan, manage and monitor the ACT Government's commitment to better accountability, enhanced efficiency, and effective delivery of government services to the Canberra Community.

The Public Sector Policy and Integrity Group comprises around 40 FTE across two Branches.

POSITION OVERVIEW

Reporting to the Deputy Director General, OIRWS, the Executive Group Manager is responsible for overseeing the delivery of work programs of two branches. These branches are the Public Sector Management Branch and the Integrity and Capability Branch. A description of the deliverables and functions of each branch is described below:

Public Sector Management Branch performs a key leadership role in OIRWS, working closely and collaboratively with the Executives across the ACTPS. This Branch will deliver a range of programs and initiatives to support the ACT Government's public sector reform agenda through:

- a legislative review of the *Public Sector Management Act 1994* and *Public Sector Management Standards Act 2016* including subordinate legislation with a view to modernise our public sector

legislation framework to ensure it is fit-for-purpose in delivering on the Government Commitments for reform;

- Provide complex advice and to ensure the employment policy suite within the ACTPS is up-to-date and accurately reflects requirements under Commonwealth law and those contained in the Enterprise Agreements with regard to policy settings;
- Delivering on the election commitment to review the framework of ACT Government Boards and Committees; and the Remuneration Tribunal to strengthen the integrity of these groups.

Integrity and Capability Branch is responsible for three election commitments comprising:

- a comprehensive suite of legislative policy solutions in response to the 2023 Govey reviews of the *Integrity Commission Act 2018* and *Public Interest Disclosure Act 1994*,
- legislative reform to strengthen the independence of the Public Sector Standards Commissioner;
- support for the ACT Integrity Commission to conduct education for Members of the Legislative Assembly on lobbying activity; and
- strategic leadership of capability, leadership and workforce development initiatives that support ACTPS workforce priorities.

The EGM of PSPI will:

- Lead a newly formed, high performing, Group to review the Public Sector Management Act and deliver the ACT Government's public sector reform agenda, applying expertise and judgement to identify effective means of delivering outcomes which support strategic priorities including election commitments, and ACT Public Sector requirements. This will involve a considerable body of legislative reform and policy work.
- Advise Government regarding the reform of the ACTPS, including shaping and leading key elements of this program to reflect the need to mature governance practices, compliance, and consistency across the service. Sponsor enterprise workforce change efforts which drive enhanced capability and capacity across the ACTPS with a focus on 'one-service' culture and demonstrated practical benefit for the ACTPS.
- Provide strategic advice to Ministers, the Deputy Director-General, and Head of Service, on a range of Whole of Government and enterprise-wide workforce issues demonstrating sound working knowledge of frameworks governing integrity matters and governance oversight mechanisms including the roles of the ACT Ombudsman, ACT Integrity Commission, and Public Sector Standards Commissioner. This includes close collaboration with Government Solicitors Office and, ACT Insurance Authority.
- Champion the capability of the ACTPS at an enterprise-wide and individual level, encouraging and inspiring a culture of continuous improvement and learning, advocating formal and informal opportunities for development, and promoting exemplary practice. Role model contemporary leadership, valuing inclusion and diversity in our workforces and advocating the development of current executives and the nurturing of future leaders.
- Finalise a program of internal change required within the Group to align resourcing and business practices with strategic intent, election commitments, and priorities facing the ACTPS including the work needed on Machinery of Government changes, Essential Action 3.5 in the Productivity Commission's Review of the National Agreement on Closing the Gap, and legislative reform to the employment and integrity frameworks.
- Represent the ACTPS effectively at a range of internal committees and external professional forums, including establishing and maintaining inter-jurisdictional relationships, advocating the ACTPS agenda, and promoting ACTPS successes.

WHAT YOU REQUIRE

Role specific criteria must be addressed in addition to the Executive Capabilities.

Government Frameworks and Processes: Demonstrated executive experience developing and delivering public sector policy and legislation, working closely with Ministers' offices, Senior Executives, and stakeholders, to provide appropriate advice and develop proposals for Government. The EGM will be able to negotiate creative solutions drawing on a comprehensive knowledge of legislative frameworks and balancing the competing positions of key stakeholders. The EGM will have a track record of effective law reform.

Inclusion and Cultural Competency The EGM will have demonstrated a personal commitment to better outcomes for Aboriginal and Torres Strait Islander people in the context of ACTPS employment and ACTPS systems. Experience in work targeted at addressing inequality for Aboriginal and Torres Strait Islander people will be highly regarded.

Problem solving: The EGM will have a proven ability to think strategically and creatively, and to adopt an active approach to complex problem-solving during policy delivery. Capability to be agile and think outside conventional constraints to lead new initiatives, deliver commitments for government, and proactively manage risk and work effectively under pressure.

Probity, confidentiality and sensitive information The EGM will have an exemplary track record of complying with ACTPS legislation including assurance, procurement, probity and records management. They will be regarded by their peers as an executive who upholds the highest standards of compliance with public sector obligations, and is a person who is sought out for their advice and counsel in matters engaging enterprise integrity or probity risks.

In addition, commencing 1 July 2026 Senior Executive Service (SES) Members must do their job in accordance with the closing the gap principle. Further information about the closing the gap principle is included in section 8(4) of the [Public Sector Management Act](#).

EXECUTIVE CAPABILITIES

In this context, the information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Executive Capabilities

1. Leads and values people

Relevant capabilities:

- Motivates and develops people
- Values diversity and respects individuals
- Builds a culture of improving practice

2. Shapes strategic thinking

Relevant capabilities:

- Inspires a sense of purpose and direction
- Encourages innovation and engages with risk
- Thinks broadly and develops solutions

3. Achieves results with integrity

Relevant capabilities:

- Develops organisational capability to deliver results
- Manages resources wisely and with probity
- Progresses evidence-based policies and procedures
- Shows sound judgement, is responsive and ethical

4. Fosters collaboration

Relevant capabilities:

- Listens and communicates with influence
- Engages effectively across government
- Builds and maintains key relationships

5. Exemplifies citizen, community. and service focus

Relevant capabilities:

- Understands, anticipates. and evaluates client needs
- Creates partnerships and co-operation
- Works to improve outcomes

Executive Capabilities are a way of describing the behaviours that characterise successful ACT Public Service executives and the values and personal attributes that support these behaviours. They also provide an integrated and consistent means of assisting executives to identify developmental needs and achieve significant and measurable growth in areas such as leadership, strategic vision and effective management.

Information on Executive Capabilities for the ACTPS is available at
<https://www.cmtedd.act.gov.au/employment-framework/for-employees/a-z>