



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Division: Corporate

Business Unit: People and Capability Branch

Position Title: CMTEDD WHS Coordinator

Position Number: P69755

Classification: ASO6

Location: Flexible work arrangements/City

Last Reviewed: September 2026

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports the Chief Minister, ministers and Cabinet and leads work that shapes Canberra's economy, finances and government priorities.

We are responsible for:

- policy – coordinating policy across the ACT Government
- economy and finance – managing the ACT Budget, Treasury and economic growth
- economic development – creating opportunities for business growth, jobs and investment
- communications and engagement – helping Canberrans access government information and have their say
- workforce and industrial relations – leading workforce, employment and industrial relations across the ACT Public Service
- international and government relations – building partnerships with other governments and international markets.

DIVISION OVERVIEW

Corporate Group provides workforce, governance, information, technology and facilities support across the directorate

BUSINESS UNIT OVERVIEW

People and Capability Branch supports the Directorate through the provision of a broad range of strategic human resource (HR) management functions including work health and safety (WHS), learning and development, workplace culture and HR policy, organisational design and workforce planning.

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 demonstrate the related signature behaviours.

POSITION OVERVIEW

The CMTEDD WHS Coordinator is responsible for working with business area WHS Coordinators to plan and implement WHS management practices, in line with the Directorate's WHS Management System, PeopleSafety.

WHAT YOU WILL DO

Under direction of the Assistant Director, WHS Coordination Support, Safety and Wellbeing, you will:

1. provide WHS Coordinator functions for CMTEDD business areas
2. provide high-level quality client services, guidance and hands-on assistance to staff, managers and executives, ensuring conformance with the requirements of CMTEDD's WHS Management System, and ongoing compliance with the WHS legislation.
3. undertake WHS Coordination functions for CMTEDD business areas.
4. develop, implement and maintain WHS procedures to provide instruction and information on compliance with CMTEDD's WHS Management System; including recording and retaining WHS records and files.
5. report WHS performance to business area Senior Executives, including:
 - a. data analysis to inform hazard and risk management decisions,
 - b. incident investigation and corrective actions,
 - c. hazard identification, risk assessment and continuous improvement opportunities, and
 - d. findings and recommendations from assurance and verification programs.
6. facilitate WHS risk assessments and WHS assurance/verifications including providing oversight and advice on the management and implementation of corrective actions.
7. support management of WHS incidents, including conducting investigations and engagement with other duty holders and regulators.
8. support People and Capability Branch deliver health and wellbeing initiatives and services across the directorate through WHS Coordinator functions.
9. provide secretariat support for directorate and/or local WHS committee's and/or other WHS-related groups as required.
10. be trusted internally and externally and contribute to a workplace where people are encouraged to improve results and enhance organisational culture. This includes an understanding of public service values covering ethical standards, and a proven commitment to the ongoing integration of workplace diversity, participative work practices and WHS principles and practices.

This position does not involve direct supervision of staff.

WHAT YOU REQUIRE

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

Professional / Technical Skills and Knowledge

1. Strong administration, communication (oral and written) and organisation skills, and a demonstrated ability to plan, prioritise, coordinate, and manage competing deadlines associated with a busy work environment.
2. A demonstrated ability to undertake research and analysis to interpret, develop and apply policies, procedures and legislation.
3. A demonstrated ability to analyse and present data, prepare reports and develop recommendations.

Behavioural Capabilities

4. A demonstrated ability of developing productive working relationships, and the ability to negotiate, liaise and collaborate with a wide range of people.

Compliance Requirements / Qualifications

- Relevant tertiary qualifications in Work Health and Safety (specifically the Certificate IV in WHS or higher), or related field, or willingness to undertake, are highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of CMTEDD WHS Coordinator (position number P69755) 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 (Webex and MS Teams)	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
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	Never
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)	Frequently
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	Frequently
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
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	Occasionally
Exposure to potentially distressing case material	Occasionally

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