ACT Government
Chief Minister, Treasury and Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Division: Office of Industrial Relations and Workforce Strategy

Group: Work Safety Group

Branch: Strategy and Services

Business Unit: Injury Management

Position Title: Senior Director

Position Number: 24513

Classification: SOG A

Location: Level 5 220 London Circuit

Last Reviewed: January 2026

DIRECTORATE OVERVIEW

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, Treasurer, Minister for Economic Development and the Cabinet on policy, financial and economic matters, service delivery and whole of government issues. The Directorate facilitates the implementation of government priorities and drives many new initiatives, including Access Canberra which provides a range of ACT Government shopfront and regulatory services. The Directorate is also responsible for Shared Services which provides financial, ICT and HR support across Government. The Director-General of CMTEDD is also the Head of Service.

DIVISION OVERVIEW

The Office of Industrial Relations and Workforce Strategy (OIRWS) was established to continuously improve ACT employment conditions and workforce productivity.

It brings together the staff, systems and infrastructure responsible for ACT public sector workforce planning, health, safety, integrity and employment conditions, the ACT industrial relations policy and legislative arms and related service areas. It will:

- optimise ACT workplace relations regulatory frameworks by monitoring the performance of and reforming work health and safety, workers' compensation, public sector employment, workplace privacy and portable long service leave legislation
- provide community and government property management and accommodation services and manage the Secure Local Jobs Code; and
- build the capacity, capability and agility of the ACT public sector by:

- developing and leading innovative workforce transformation strategies, policies and programs
- devising and delivering workers' compensation, health safety and wellbeing services and programs that protect, promote and support workforce health and wellbeing
- developing progressive employment policy and promoting its consistent and compliant application
- ensuring exemplary professional standards and accountability via integrity practice and frameworks; and
- providing efficient and effective support services to the ACT public sector including financial functions, payroll and recruitment.

The work of the OIRWS will develop and maintaining cooperative and constructive relationships with its stakeholders, focussing strongly on education, consultation and awareness raising.

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

GROUP OVERVIEW

The Work Safety Group is responsible for:

- management and prevention of workplace injuries and workers' compensation self-insurance arrangements for the ACT public sector
- management of the ACT private sector workers' compensation Scheme (the Scheme) - including policy, legislation and the supervision of the ACT Default Insurance Fund
- the provision of health and safety services and safety system improvement programs to ACT government directorates
- the provision of advice and development of legislation on industrial relations (including workplace health and safety, dangerous substances and asbestos, workers' compensation, workplace privacy and portable long service leave); and
- support for the ACT's contribution to the national harmonisation of work health and safety and workers' compensation laws.

BUSINESS UNIT OVERVIEW

The Strategy and Services Branch conceptualises, designs, implements and evaluates an integrated and contemporary program of work to optimise the health, safety and wellbeing of ACT public sector employees.

The Injury Management Team is responsible for the delivery of return to work and injury management services, including rehabilitation case management, to ACTPS workplaces and injured or ill ACTPS workers.

The team advocates and champions a culture of care, to minimise the adverse health, social and economic consequences of injury and illness for the ACT public sector and its employees.

DUTIES / RESPONSIBILITIES

Reporting to the Executive Branch Manager, the Senior Director will:

- work cooperatively with the Group's leadership team and other stakeholders to promote health and reduce harm in ACT workplaces;
- provide leadership and expert advice on current and future strategies to improve injury management outcomes for the ACTPS;
- provide day to day management, motivation and leadership to the Injury Management Team, to ensure that objectives are achieved and individuals reach their full potential;
- work in partnership with directorates, stakeholders and practitioners in the delivery of workers' compensation and rehabilitation services to the ACTPS;
- be responsible for the management and compliance of the Rehabilitation Management System for the ACTPS, including monitoring for legislative change, auditing regimes and continuous improvement activities;
- lead and foster a continuous improvement and quality assurance approach for work injury management services;
- create a centre of expertise to support the ACTPS in meeting injury management and health and safety objectives and responsibilities;
- provide high level advice to directorates and agencies to inform an evidence-based, consistent and practical approach to support work rehabilitation and injury management work participation and productivity, including strategic liability and support;
- manage the whole-of-Government contract for workplace rehabilitation services;

This position does not require a pre-employment medical, or a working with vulnerable people check.

This position does involve direct supervision of personnel.

SELECTION CRITERIA

1. Advanced knowledge of contemporary rehabilitation and workers' compensation issues, practice and legislation and the ability to translate this knowledge into practical advice, strategies, and programs.
2. Demonstrated high level capacity to lead teams and manage people, partnerships and technology to deliver effective injury management and return to work services.
3. Highly developed written and oral communication skills and the ability to prepare a range of material including correspondence, reports and submissions.
4. Demonstrated ability to lead change and manage risk in complex and diverse settings.
5. Excellent liaison and negotiation skills and the ability to establish and sustain effective internal and external working partnerships to facilitate collaborative problem solving.
6. Demonstrated experience in applying the public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

QUALIFICATIONS/ REQUIREMENTS

Tertiary qualifications and/or relevant experience in work rehabilitation, injury management or allied health, will be highly regarded.

Significant and recent experience in managing a team delivering workers' compensation, injury management or claims management under the Safety, Rehabilitation and Compensation Act 1988 for a large, diverse workforce will also be highly regarded.

Further information on working at CMTEDD can be found at:
http://www.jobs.act.gov.au/__data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director and indicates how frequently each of these requirements would be performed. Please note that CMTEDD 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	Occasionally

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	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	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
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	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

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
Exposure to potentially distressing case material	Frequently

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