POSITION DESCRIPTION

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

Position Number: P64950

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

Classification: Senior Officer Grade C

Group: Public Sector Policy and Integrity Group

Location: 220 London Cct, Canberra City

Position Title: Assistant Director, Public Sector Policy and Integrity Group

Last Reviewed: October 2026

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.

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 workforce capability, culture and accountability.

OIRWS does this collaboratively with a range of stakeholders and in accordance with legislative requirements defined in the *Public Sector Management Act 1994*, including the ACTPS values and public sector principles.

OIRWS consists of:

- the Office of the Deputy Director-General
- Employment and Industrial Relations Group
- Cultural Transformation Group
- Work Safety Group, and
- Public Sector Policy and Integrity Group.

GROUP OVERVIEW

The Public Sector Policy and Integrity Group (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 of the *Integrity Commission Act 2018* and the *Public Interest Disclosure Act 2012*. This program will also deliver on a range of Government 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 *Integrity Commission Act 2018*, the *Public Interest Disclosure Act 2012*, the *Ombudsman Act 1989,* and the *Public Sector Management Act 1994* relating to the PSSC, including a complex legislative and policy reform agenda
- whole-of-government employment policy development, and capability uplift programs
- producing a range of workforce reporting and analysis including the ACTPS Survey and State of the Service Reports
- whole-of-government leadership and talent development programs fostering workforce diversity and inclusion through employment and development programs
- 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.

POSITION OVERVIEW

You will be a member of a small team which provides high level strategic and operational advice on public sector policy and secure employment. The ACT Government has a long-standing commitment to implementing more secure employment within the ACTPS and the Government's Secure Employment Framework consists of several key initiatives including:

- Secure Workforce Conversion process: systematically identifies and assesses temporary and casual employees to determine if they should be converted to permanency;
- Insourcing Framework: evaluates whether services or works required by a public sector entity should be provided by the public sector or an external provider; and
- Same Job Same Pay: a commitment to ensuring that employees of consultants and contractors engaged in work for the ACTPS receive pay and conditions which are at least equivalent in overall terms as ACTPS pay and conditions.

As an Assistant Director, you will develop whole of government policies, assist in maintaining the relevant legislative framework, provide advice on secure employment matters, and contribute to the implementation of a range of public sector employment projects. 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.

WHAT YOU WILL DO

Under limited direction, you will provide professional advice and services in relation to the operation of the Secure Employment Framework, including developing operating instruments, policies and guidance, stakeholder, client and customer engagement, capability uplift and education. Specifically, you will:

- provide high level briefings and strategic advice to the Government and executive on public sector workplace relations matters and the operation of the Secure employment Framework;
- apply your knowledge of contemporary workforce 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 secure employment and public sector employment matters;
- use your approachable style to bring a balanced point of view to persuade fellow stakeholders on secure employment and other public sector employment outcomes; and
- provide support, assistance, timely and systematic advice and reporting on all aspects of the public sector employment in the ACT Public Sector; and
- supervise staff as required.

WHAT YOU REQUIRE

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

- Highly developed written and research skills with the ability to apply practical evidence-based research, sound judgement and problem-solving skills to complex legal and industrial matters.
- Proven ability to establish priorities, exercise initiative and deliver outputs within agreed and competing time frames.
- Proven ability to build and manage stakeholder relationships, and to provide leadership and strategic direction in the development, implementation and review of relevant public sector matters and policies.
- Proven ability to effectively represent the ACT Government and the Division on relevant public sector matters as required.
- 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 & 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 in public policy or law and a minimum of 5 years relevant experience in the public sector is highly desirable.
- This position does not require a pre-employment medical.
- Driver's licence C Class is not essential.
- This position does not require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the 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	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
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	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	Never
Exposure to potentially distressing case material	Never

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