POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development.

Division: Office of Industrial Relations and Workforce Strategy

Group: Work Safety Group

Branch: Policy Branch

Business Unit: Secure Local Jobs Code.

Position Title: Senior Director SLJC

Position Number: P46504

Classification: SOG A

Location: Hybrid/combination of Work from Home and 220LC, Canberra ACT

Security Clearance Required: No

Last Reviewed: August 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) 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:
- ACTPS Employment and Industrial Relations Group;
- Cultural Transformation Group;
- Work Safety Group; and
- Public Sector Policy and Integrity Group.

WORK SAFETY 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, labour hire licensing, portable long service leave and the Secure Local Jobs);
- administration of the Secure Local Jobs Code
- leads the ACT's contribution to the national harmonisation of work health and safety and workers' compensation laws.

BRANCH OVERVIEW

The Policy Branch develops and leads transformative change initiatives that improve working conditions and workforce productivity in the ACT and nationally. It:

- designs and implements legislative reforms to improve the operation of regulatory frameworks;
- delivers and facilitates services to build public and private sector workforce capacity and capability;
- develops and executes workplace relations stakeholder engagement strategies focusing on policy bodies, employer and employee representative bodies, ACT and other Australian regulators;

- leads national workplace relations (including WHS and workers' compensation) policy reform, including through national policy forums such as SafeWork Australia, on behalf of the ACT Government; and
- provides related policy and strategic services and advice to the portfolio Minister, stakeholders and directorates.
- supports the Secure Local Jobs Code Registrar;
- administers the secure local jobs code (SLJC) requirements, including SLJC certification, monitoring the compliance of Code Certified Entities, investigating complaints and apparent non-compliance with the Code and supporting Territory Entities to comply with the Code as well as conducting ethical treatment of workers (ETWE) assessments under the *Government Procurement Act 2001*.

BUSINESS UNIT OVERVIEW

The Secure Local Jobs Code team supports the Secure Local Jobs Code Registrar, an independent statutory appointment in accordance with the *Government Procurement Act 2001*, in the administration of the Secure Local Jobs Code. The team also conducts regulatory and assessment activities in support of procurement activities.

The Registrar and the team are responsible for:

- administering the Code and the legislative obligations conferred on Territory entities, Code Certified entities, and approved auditors
- conducting regulatory assessments and evaluations to support procurement activities
- assessing Labour Relations, Training and Workforce Equity plans
- making decisions regarding applications for Secure Local Jobs Code Certificates
- appointing and training approved auditors
- investigating complaints and alleged non-compliance with the Code
- acting on the outcomes of compliance investigations, including imposing sanctions
- granting exemptions to the Code
- maintaining registers and providing regular reporting
- providing tailored education and awareness activities to support compliance with the Code
- supporting the Secure Local Jobs Code Ministerial Advisory Council, and
- development of policy and guidance to support functions of the Branch.

POSITION OVERVIEW

As Senior Director, Secure Local Jobs Code, you will lead the branch in delivering the Government's objectives to ensure only businesses that meet the highest ethical and labour standards are awarded contracts with the Territory. As a Senior Leader and key decision maker in the branch you will be required to:

- support the provision of policy and procedural advice on complex regulatory and compliance matters including managing cases where reviewable decisions are lodged with ACAT;
- provide guidance and advice to the Registrar, members of the Advisory Council, other directorates and Ministers' offices;
- maintain productive relationships with industry stakeholders and auditors through effective communication, education and training
- ensure the integrity and good governance for compliance activities and investigations undertaken by SLJC Branch; and
- ensure the integrity and good governance of assessments for relevant Territory procurement processes;
- other duties across the branch as directed.

This position may be required to represent the Registrar and will execute the delegations of Registrar as it relates to administering compliance with the Code.

To undertake this role successfully, you will have an excellent understanding regulation and compliance, awareness of the ACT Government's strategic focus and Government business activities. This fast paced, diverse and interesting role supports a high functioning branch, who willingly support each other in meeting critical timeframes.

WHAT YOU WILL DO

Under limited direction of the Registrar and Policy Branch Executive Branch Manager, you will:

- provide senior leadership to the Secure Local Jobs Code Branch, managing effective and efficient business processes, administration, and compliance and assessments in accordance with the Secure Local Jobs Code and Government Procurement Legislation;
- key decision making in relation to the Secure Local Jobs Code requirements;
- oversee the provision of policy and procedural advice to support assessments, investigation and compliance processes and procedures;
- exercise sound people management skills, effective work program planning, and implement strategies with a business improvement focus;
- maintain a high level of confidentiality and discretion whilst responding quickly to business needs and adhering to tight timeframes;
- lead and manage the branch to drive positive change in a fast paced, team environment;
- oversee the coordination of assessment, regulatory affairs and compliance tasks;
- through engagement with stakeholders, support the evolution of Secure Local Jobs Code processes – including identifying and clarifying requirements, evaluating processes, implementing changes, and providing training and support;
- demonstrate active measures to generate and foster workplace diversity, a culture of inclusion and proactive workplace health and safety; and
- lead and empower staff in a flexible, activity based working environment, including working from home arrangements.

SELECTION CRITERIA

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

Professional / Technical Skills and Knowledge

1. Highly developed leadership, in which you can motivate, inspire, and engage your staff as well as manage productive relationships with stakeholders across government.
2. Proven ability to establish priorities, exercise initiative, add value, and manage resourcing capacity of a team to deliver a multifaceted program of work to meet government priorities and key performance indicators
3. Demonstrated high-level oral and written communication skills along with the ability to provide clear, concise, and accurate advice in a professional manner.
4. Applied and comprehensive understanding of the ACT's strategic priorities, Procurement processes, Regulatory and Legislative frameworks.

Behavioural Capabilities

5. Lead with integrity, authenticity, respect, and professionalism at all times, especially under time pressure or in instances where you encounter challenging interpersonal behaviour from others.
6. Model and demonstrate a commitment to business improvement and a user-centred approach, including leading initiatives with a focus on high quality, consistency and adding the greatest value for your stakeholders.
7. Inspire and motivate your team to model principles of respect, equity and diversity, teamwork, workplace health and safety obligations, and compliance with relevant legislation including the *Territory Records Act 2002* and *Freedom of Information Act 2016.*

Compliance Requirements / Qualifications

1. This position does not require a pre-employment medical.
2. Qualifications in Investigations (Certificate IV/ Diploma in Government Investigations) are mandatory as this position is the Senior lead for branch investigations and compliance activities.
3. Driver's licence C Class is desirable but not essential.
4. 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 role of Senior Director Secure Local Jobs Code (P46504) 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

*Note: the position works in an activity-based working (ABW) environment.
Under ABW arrangements, officers do not have a designated workstation/desk.

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
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	Frequently

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	Occasionally
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	Occasionally
Exposure to potentially distressing case material	Occasionally

OTHER	**FREQUENCY**
Uniform required	Occasionally
Personal Protective Equipment (PPE) required	Occasionally