



Candidate information pack

Deputy Director-General
Office of Industrial Relations and Workforce Strategy
(Executive Level 3.4)

Chief Minister, Treasury and Economic Development, ACT Government

Reference No: 1032

Close date: 11.30pm AEDT Wednesday 3 December 2025

Unit 120B, Mode 3 Building
24 Lonsdale Street, Braddon ACT 2612
PO Box 5125, Braddon ACT 2612
T 02 6232 2200 • F 02 6232 2222
E admin@execintell.com.au

Deputy Director-General, Office of Industrial Relations and Workforce Strategy

Position description

Position Overview

Reports to:	Director-General CMTEDD who is also Head of Service	Staff:	6 direct reports, including 3 executive reports and 3 support staff and responsibility for over 400 staff
Location:	Canberra City / Work from home	Employment Type:	5 year contract
Security Clearance	Maintain a minimum-security clearance at the Secret/ Negative Vetting 1 level.		
Salary:	From 1 July 2025, this position attracts a total remuneration package of \$422,628 or \$460,418 per annum (dependant on current superannuation arrangements) with a cash (base salary) component of \$394,757, parking (or a payment in lieu), and superannuation benefits. Remuneration, allowances and other entitlements for ACTPS Executives are determined by the ACT Remuneration Tribunal. Information is available at: https://www.remunerationtribunal.act.gov.au/determinations.		
Benefits:	Allowances and entitlements are outlined in the Public Sector Management Standards 2016. ICT resources including a mobile phone and laptop/lpad are provided.		

Australian Capital Territory Public Service (ACTPS)

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.

Directorate Overview

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

CMTEDD was formed in recognition of the continued focus on creating a 'One Government' approach to the delivery of services to the people of the ACT. As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues including communications and engagement and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives and leads the strategic direction for the ACTPS to ensure that it is well positioned to perform its role. The Directorate is also responsible for whole of government payroll and HR support.

The Director-General CMTEDD is also the Head of Service.

The Directorate has two streams: the Chief Minister stream, headed by the Director-General CMTEDD and the Treasury stream, headed by the Under Treasurer.

Further information about CMTEDD is available at www.cmtedd.act.gov.au. A copy of the CMTEDD Annual Report is available at <https://www.cmtedd.act.gov.au/functions/publications>.

Further information about the ACTPS, including employment conditions, is available at www.jobs.act.gov.au.

Division Overview

The Office of Industrial Relations and Workforce Strategy (ORIWS) is part of the Chief Minister stream and provides the formal structure to lead the ACTPS industrial and employment agenda now and into the future. ORIWS has a very strong and clear focus on education, consultation and awareness raising.

OIRWS supports a more effective ACTPS, where strategy, industrial relations, WHS and employment policy and governance is developed and delivered in a consistent and collaborative manner. The intent is to build greater trust with, and between, all stakeholders and ensure that employee workplace experiences are consistent across the ACTPS.

OIRWS has a broad remit to:

- lead whole of service workforce transformation strategy, policy, and programs;
- provide strategic advice to the ACT Government on public sector employment;
- support good governance in the public sector by developing effective workplace relations policy and industrial frameworks;
- support good governance in integrity practice and frameworks;
- support the Head of Service, the ACTPS Strategic Board and its sub-committees;
- manage the Secure Local Jobs Code;
- provide health and safety services and safety system improvement programs to directorates;
- manage the public sector workers' compensation self-insurer;
- manage the ACT private sector workers' compensation Scheme (the Scheme) including policy, legislation, and the supervision of the ACT Default Insurance Fund;
- provide advice and development of legislation on industrial relations (including workplace health and safety, dangerous substances and asbestos, workers' compensation, workplace privacy, portable long service leave and the public sector employment framework);
- influence national work health and safety and injury management policies, legislation and initiatives via the SafeWork Australia process;
- provide a range of centralised corporate support services to directorates and agencies including but not limited to financial functions, payroll and payroll reporting, recruitment and new employee onboarding, and corporate functions;
- lead enterprise-wide cultural transformation through the development of ACTPS frameworks that elevate cultural safety, integrity, inclusion and capability; and
- lead legislative and policy reforms to the Public Sector Management framework, ensuring Act, Standards and associated instruments reflect modern public administration, accountability and diversity commitments.

The following business units sit within OIRWS:

- Office of the Deputy Director-General.
- Capability, Culture and Governance Group.
- Employment and Industrial Relations Group.
- Work Safety Group.

Further information about OIRWS is available at <https://www.cmtedd.act.gov.au/industrial-relations-and-public-sector-management>.

Further information about the Secure Local Jobs Code is available at <https://www.procurement.act.gov.au/supplying-to-act-government/securelocaljobs>.

Position Overview

The Deputy Director-General is engaged as an (Executive Level 3.4) under the *Public Sector Management Act 1994*.

The Deputy Director-General is responsible for:

- working collaboratively with all Directors-General, public sector agency heads and senior executives to ensure that the ACTPS is at the forefront of workforce policy and strategy development including:
 - leading and driving whole of government strategy to build and enhance the workforce capability of the ACTPS and the public sector; and
 - positioning the ACTPS to be able to maximise new opportunities as they arise, respond to changing priorities and deliver high quality outcomes into the future.
- providing whole of government advice to Ministers, the Head of Service and Directors-General on ACTPS employment legislation, conditions and programs, service-wide recruitment policies and strategies, industrial relations, WHS and employment policy and governance;
- exercising a range of workforce management powers under the employment framework as the delegate of the Head of Service, including in relation to whole of government executive employment;
- ensuring the Secure Local Jobs Code supports the Territory objective to engage in procurement with ethical service providers and to promote exemplary industrial relations practices through the Ministerially appointed Secure Local Jobs Code Registrar;
- providing support to the statutory offices including the ACT Remuneration Tribunal;
- leading OIRWS governance and administration, budgeting and staffing;
- representing the ACT Government on national committees and forums; and
- contributing to the overall management of CMTEDD as part of the executive management team.

The Deputy Director-General is a trusted advisor to the ACT Government and Ministers.

The Deputy Director-General reports to the Head of Service and Director-General, CMTEDD and has delegated Head of Service powers in relation to public sector employment matters.

The Deputy Director-General is a member of the Security and Emergency Management Senior Officials Group and often represents the ACTPS at the Public Service Commissioner's.

Conference. The Deputy Director-General is the Chair of the ACTPS Joint Council, the ACTPS HR Executive Leadership Committee and a Council member for the Institute of Public Administration ACT.

The Deputy Director-General has 6 direct reports, including 3 executive reports and 3 support staff and responsibility for over 400 staff and an annual budget of approximately \$70 million.

Executive Profile

The Deputy Director-General is an experienced senior executive who offers superior leadership, capabilities and experience in the following areas:

- leading the delivery of strategic priorities in public sector employment matters across the ACTPS;
- advising Government and Ministers on key strategic, policy and operational issues relating to the public sector; and
- advising and enabling directorates and agencies to meet government objectives and priorities.

Applicants should demonstrate:

- exceptional leadership, communication and organisational skills;
- a record of achievement and success in a similar role;
- a commitment to providing high quality client focused services and a demonstrated knowledge and understanding of public sector employment matters;
- a good understanding of Commonwealth and State/Territory interactions with an appreciation of public sector employment agendas;
- a proven record in managing large service delivery and project budgets and manage complex transformational programs;

- outstanding liaison, representation and advisory skills stakeholder management and negotiation skills;
- an ability to articulate vision and strategy sound judgement and a balanced and professional approach when providing strategic policy advice;
- well-developed representational stakeholder management skills and the ability to communicate effectively with both lay and professional audiences;
- an ability to be articulate, persuasive and capable of guiding negotiations to a point of resolution in a facilitative way;
- a commitment to public service integrity a proven record of ethical, respectful and skilled management of people;
- a demonstrated ability to broker decisions through collaboration and consensus;
- a collegiate approach complemented by a strong achievement orientation and a personal style that engenders trust and respect; and
- personal drive, energy, resilience and commitment. drive, energy and enthusiasm necessary to make a major contribution to the work of the Directorate.

Qualifications / Security

Relevant tertiary qualifications are required. The position requires the ability to gain and maintain a minimum-security clearance at the Secret/ Negative Vetting 1 level.

Tenure

The successful candidate will be required to enter into a long term contract for a period of up to five (5) years.

Candidates should be aware that summary information for long-term engagements is tabled in the ACT Legislative Assembly.

Remuneration

The ACT Remuneration Tribunal makes an annual determination of the remuneration and other entitlements to be granted to Directors-General and Executives. The current determination is available at www.remunerationtribunal.act.gov.au/determinations.

From 1 July 2025, this position attracts a total remuneration package of \$422,628 or \$460,418 per annum (dependant on current superannuation arrangements) with a cash (base salary) component of \$394,757, parking (or a payment in lieu), and superannuation benefits).

Superannuation for defined benefit schemes from Commonwealth and some State jurisdictions are portable to ACT Government in some circumstances.

Assistance with Relocation

A relocation allowance of up to \$55,000 is provided to assist a person to relocate from a residence outside the ACT region. The allowance is determined by the Remuneration Tribunal Determination. The latest determination is available at <https://www.remunerationtribunal.act.gov.au/determinations>. It is not expected that the allowance will necessarily cover all relocation costs.

Eligibility

In this role you will be expected to meet the requirements of a public employee under section 9 of the *Public Sector Management Act 1994*.

To be employed by the ACT Government applicants must be Australia citizens or have permanent residency status pending the granting of Australian citizenship.

This role is a position of trust and the appointee may be subject to a security clearance and / or a policy records check.

The preferred appointee will also be required to complete a declaration of private interests and a declaration of any conflict of interest upon appointment, then every 12 months or whenever private interest circumstances change.

Flexible Working Arrangements

The ACTPS is committed to providing employees with a work/life balance through flexible working arrangements that recognise personal, family or other commitments of employees. In supporting flexible working arrangements, the ACTPS will ensure that its business requirements to deliver services to the Canberra community will be maintained.

Reasonable adjustments

Executive Intelligence Group is committed to all prospective applicants and can provide reasonable adjustments during the application and/or the interview process. If you require **Executive Intelligence Group** to provide reasonable adjustments, please contact our Project Managers: Catherine Jennings or Renee Brassington on 02 6232 2200 for a confidential discussion.

The Directorate

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government 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.

More information

More information about the Directorate is available at: <https://www.cmtedd.act.gov.au/>

Preparing your application

Your application should include a CV and a statement of claims (a short 'pitch' of approximately 1000 words or 2 pages) drawing out why you are interested in the role, what you offer the agency, your skill set, relevant career history and achievements, and your leadership attributes. The Selection Criteria are based on the ACTPS Executive Capabilities, which outlines the professional behavioural requirements of executives in the ACTPS.

In addition to submitting your CV and a statement of claims (or 'pitch') you will be required to fill in some additional fields in our online application form. These include areas such as Key areas of expertise, Major Achievements, etc.

Executive Capabilities

In addition to the responsibilities, personal attributes and knowledge required for this role candidates will be broadly assessed against the ACT Public Service Executive Capabilities.

Executive Capabilities are a way of describing the behaviours that characterise successful ACTPS 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-executives/actps-executive-employment-conditions>.

Applications should address the selection criteria below that are based on the ACTPS Executive Capabilities:

Criterion 1 – Leads and values people

Behaviours and Capabilities:

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

Criterion 2 – Shapes strategic thinking

Behaviours and Capabilities:

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

Criterion 3 – Achieves results with integrity

Behaviours and 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

Criterion 4 – Fosters collaboration

Behaviours and Capabilities:

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

Criterion 5 – Exemplifies citizen, community and service focus

Behaviours and Capabilities:

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

About Executive Intelligence Group

Executive Intelligence Group is a Canberra based executive search and recruitment management firm. We specialise in finding, selecting, developing, coaching and mentoring senior executives across a range of different contexts and sectors.

We are held in high regard by senior decision makers and would be recognised as having exceptional coverage in terms of the number and nature of agencies for which we have completed assignments.

We have extensive experience in generalist, 'difficult to fill' and specialist executive roles, bulk rounds, statutory appointments and private sector positions and an outstanding reputation in dealing with Secretaries, senior executives CEOs and Boards.

If, after reading the selection documentation, you require further information please contact **Tricia Searson** or **Karina Duffey** on (02) 6232 2200.

Applications must be submitted through the Executive Intelligence Group website.

How to apply

Executive Intelligence Group has the capability to receive applications online via our website.

A major benefit of lodging an application through our system is that your details will now be saved in your personal, confidential account. This means that, should you apply for any future roles through us, you will not have to re-enter this information and this will hopefully make the application process easier for you. If at any time your personal details change you are able to update this via your account. It is important to us that you find our website easy to use. If you have any feedback on how we can make the website more user friendly to assist you in completing an application or downloading candidate information, please let us know.

At **Executive Intelligence Group**, we respect the confidentiality of the personal information you provide to us and understand that your privacy is critical.

To review our Privacy Policy please click here: <https://executiveintelligencegroup.com.au/privacy-policy/>.

Important things to note:

- When you apply for the first time, please create an account and make a note of your username and password;
- For subsequent applications, you will need to log in to your account and submit your application along with your CV and statement of claims/pitch. I.e. you will need to submit an application for **EVERY** vacancy you are interested in - submitting one application does **NOT** mean you will automatically be considered for other vacancies with **Executive Intelligence Group**.
- You will be required to include the details your statement of claims / pitch directly into the online application form. You do not need to upload your statement of claims / pitch as a separate document / file. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed.
- Please have your current CV ready to upload in a single document. In your CV, it is useful for you to provide a quick snapshot of the key responsibilities you have had in each role over the last 5 years;
- You will have an opportunity to review, edit and print your application before you submit. However, once your application is submitted you will not be able to make any changes;
- Once you have submitted your application, you will receive an automated email. In the event that you do not receive an automated email confirming your application has been submitted it is very important that you contact us as there may be an issue with your application lodgement;
- If you do not hear from us about the progress of your application within 3 weeks from the close date, please contact us for an update; and
- If at any time, you wish to withdraw from this process you will need to send an email to admin@execintell.com.au to let us know. You are unable to withdraw your application directly from the website.

We can be contacted on 02 6232 2200 or admin@execintell.com.au.

Please note: our office hours are Monday – Friday between 9.00am and 5.00pm. If you have any queries on the advertised position/s or how to apply, please contact us during these times and before applications close.

How to apply online:

1. Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);
2. Find the vacancy you are interested in applying for and click 'More Info'. This will enable you to download the candidate information pack. This will assist you on how approach your application;
3. When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
4. Read the information about applying and press 'Start';
5. This is where you will create your account if you are applying for the first time. If you have used our system previously you can log in with your user name and password;
6. From here you will be guided through an online application form;
7. At the end of the form you will be prompted include your selection criteria / pitch and you will be required to upload your CV. You **MUST** have your name referenced within the document/s you upload. Please note you should have this already saved in a single document it is preferable to keep the file name of the document short and without symbols for example: **Surname First Name Ref No Job**. Where possible please upload your CV in PDF format, we are also able to accept documents in Word format.
8. If you wish to change any of the sections before you submit you can click on the 'Summary' table on the right-hand side which will take you to the specific page;
9. Submit your application; and
10. You will receive an automatic email with a copy of your application.

Work Environment Description

The following work environment description outlines the inherent requirements of the role of Deputy Director-General (position number E812) 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	Occasionally
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Frequently
Access to Accrued Days Off (ADOs)	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)	Frequently
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
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	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	Never
Exposure to potentially distressing case material	Never

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