



# POSITION DESCRIPTION

**Directorate:** Digital Canberra

**Position Number:** 70231

**Division:** Customer, Data and Technology

**Classification:** Administrative Service Officer Class 5

**Branch:** Data, AI and Digital Records

**Location:** Gungahlin or City with flexible working arrangements

**Business Unit:** Data Policy

**Position Title:** Policy Officer

**Last Reviewed:** June 2026

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

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Digital Canberra leads the ACT Government's technology, digital, data, and cyber security services. We strive to improve the lives of Canberrans through delivering and supporting digital government services that are easy to access, save time, and are safe to use. We achieve this while also looking to the future – making technology investment decisions that will transform Canberra into a genuinely connected city.

Digital Canberra leads the implementation of the [ACT Digital Strategy](#) and [ACT Digital Health Strategy](#), manages ICT infrastructure for our hospitals, schools, and public service, and represents the ACT at national digital, data, and cyber security forums. Digital Canberra has a diverse workforce across many functions and sites. We have an inclusive culture, and we ensure our people are respected, valued, and involved.

## BRANCH OVERVIEW

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The ACT Data, AI and Digital Records Branch (DAIDR) leads whole-of-government efforts to maximise the value of data and digital information across the ACT Public Service. It oversees the strategic direction, governance, and operational management of critical systems such as the ACT's data lake, open data portal and EDRMS (Electronic Digital Records Management System), while driving safe and effective use of data and AI through policy, capability building, and cross-sector collaboration. DAIDR plays a pivotal role in shaping data and AI maturity across the jurisdiction, supporting national data integration priorities, and fostering a culture of safe data sharing.

## **BUSINESS UNIT OVERVIEW**

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The Data and Artificial Intelligence (AI) policy business unit works across the ACT Government and at national levels to maximise the value of data safely and securely, leveraging data as an asset to strengthen our evidence-informed policy, regulatory and service delivery capabilities, and the overall management of our public service operations.

DAIDR leads:

- Whole-of-service data and AI strategic direction, and implementation of maturity roadmaps;
- data and AI policy and governance, to ensure safe and appropriately governed roll-out of AI solution, supported by strong data and information management practices and systems, and a culture of safe data sharing and release;
- capability programs across the ACTPS to mature the ACT's data ecosystem and build data and AI as organisational capabilities;
- development of key analytical products, working collaboratively with directorates
- whole-of-government data and AI governance and management committees, and relevant communities of practice; and
- jurisdictional participation in national data integration partnerships, supporting key Australia-wide priorities through the Data and Digital Ministers' forum and National Cabinet.

DAIDR plays a key system connector, educator and strategic advisor role to directorates and across the ACTPS, employing strategic business partnering, user centred design and behavioural insights to drive system change of data and AI capabilities.

## **POSITION OVERVIEW**

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The Policy Officer (ASO5) in the Data Policy team supports the delivery of whole-of-government data policy and governance initiatives across the ACT Public Service. The role focuses on the implementation and ongoing administration of the ACT Data Governance and Management Policy Framework, helping directorates to apply consistent, secure, and effective data practices.

Working under limited direction, the position undertakes a range of policy and program support activities, including preparing routine policy documentation, coordinating governance processes, and contributing to the continuous improvement of data management practices. The Policy Officer engages with internal stakeholders to provide practical advice and support implementation of data policies, standards, and guidance material.

## **WHAT YOU WILL DO**

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- Support the implementation, maintenance and continuous improvement of the ACT Data Governance and Management Policy Framework, including associated policies, standards and guidance materials.
- Prepare high-quality written products including briefs, reports, correspondence and policy documentation for a range of audiences, in line with ACT Government requirements.

- Provide routine policy advice and support to directorates on data governance and management practices, escalating more complex issues as required.
- Assist with the coordination of governance activities, including committees, working groups and reporting processes related to data policy implementation.
- Undertake research, analysis and administrative tasks to support policy development, monitoring and reporting, including maintaining registers, records and documentation.
- Contribute to a positive team culture and undertake other duties appropriate to the classification, including supporting broader branch priorities as required.

## **WHAT YOU REQUIRE**

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

1. A degree in a field relevant to the span of functions in the branch, including economics, social sciences, business information systems, or management, or a combination of qualifications and relevant professional experience.
2. Excellent written and verbal communication skills, and demonstrated experience writing in a professional environment, including meeting papers, briefs, presentations etc. A demonstrated dexterity effectively using AI tools in a professional context, safely and securely, with a 'human in the loop' approach. High level skills using the MsOffice package.
3. Demonstrated interest in AI, data or digital information management policy, strategy or implementation, with demonstrated research skills and the ability to draft papers using modern tools, to support policy leads.
4. Excellent relationship building skills, and an ability to quickly build wide and diverse networks of peers to draw on to problem-solve and deliver outcomes. Demonstrated experience building relationships with senior officers and executives within and outside the immediate business area.
5. Excellent prioritisation skills, with an ability to deliver outcomes in a fast paced, high scrutiny and diverse environment, with limited supervision. Sound planning and organisational skills.
6. Demonstrated innovation in own work, learning agility to develop new skills fast, and a strong desire to contribute to a future focused branch, including demonstrated ability to contribute to positive workplace cultures.
7. Ability to work autonomously or as a member of the team and to proactively contribute to the team's effectiveness and outcome delivery.

### **Compliance Requirements / Qualifications**

1. This position may require a Working with Vulnerable People Check.

## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role 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	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Frequently

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	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Frequently
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	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

<b>TRAVEL</b>	<b>FREQUENCY</b>
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

<b>SPECIFIC HAZARDS</b>	<b>FREQUENCY</b>
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

<b>OTHER</b>	<b>FREQUENCY</b>
Uniform required	Never
Personal Protective Equipment (PPE) required	Never