



POSITION DESCRIPTION

Directorate: Digital Canberra

Position Number: PN59902

Division: Digital Health Group

Classification: Senior Information Technical Officer Grade C (SITOC)

Business Unit: Future Capability

Location: Hybrid working arrangements (2-6 Bowes St, Phillip ACT 2606 and work from home)

Position Title: Assistant Director – Data Intake and Discovery

Last Reviewed: 12 May 2026

Position Requirements:

The position may require the successful applicant to be an Australian citizen and possess, or acquire and maintain a security clearance at the Negative Vetting 1 (NV1) level as an eligibility qualification for the position. If screening is not successful, your employment will not commence or, if already commenced, your employment will be reassessed.

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

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.

DIVISION OVERVIEW

Digital Health Group provides high-level leadership, management and strategic advice in relation to technology capabilities across the ACT public health system.

We are responsible for:

- implementation and support of the [Digital Health Strategy](#)
- management of technology services and projects
- management of the relationship and services delivery by technology vendors
- development, implementation and maintenance of technology policies and procedures
- information management
- protective security.

BUSINESS UNIT OVERVIEW

Future Capability

The Future Capability Branch is responsible for the development and implementation of the [ACT Digital Health Strategy](#), engagement with clinical and support areas to identify technology solutions to enhance the quality and efficiency of patient-centred care, and ensuring the operations of the Division occur within a robust governance framework. The Branch is comprised of multiple teams who are actively delivering new or improved technology capability across ACT's health services. We are responsible for reporting services, the ongoing maintenance and continuous improvement of data products in the Enterprise Data Platform, and we provide comprehensive data management services.

POSITION OVERVIEW

The **Business Intelligence and Data Hub** plays a central role in supporting data-driven decision-making across the organisation. It delivers reporting services for the Digital Health Record and other enterprise systems, develops and maintains data models and products within the Enterprise Data Platform, and provides end-to-end data management services. The Hub also supports new data product development, undertakes discovery and analysis to inform reporting and data solutions, and drives continuous improvement across all data assets.

The **Data Intake and Discovery Team** within the Hub provides critical support across the data lifecycle. This includes conducting data discovery and analysis, managing the central intake and triage of service requests, coordinating impact assessments for upstream system changes, and contributing to metadata management. The team also plays a key role in supporting data quality coordination and ensuring alignment with data governance standards to enable trusted, high-quality data assets.

WHAT YOU WILL DO

Under direction from the Director, the Assistant Director in the Data Intake and Discovery Team is responsible for:

1. Leading and delivering data discovery and analysis activities, including conducting and documenting business requirements, clarifying methodologies and business rules, and analysing both front-end data capture processes and back-end data structures to inform the development of data products and reports.
2. Managing and executing activities within the Hub's central intake function, including assessing and triaging requests across the Hub's delivery teams, analysis of data quality issues and impact assessments of upstream system changes.
3. Supporting the Director to continuously refine team processes to ensure alignment with the Health System-wide Data Governance Framework, including the development of scalable, transparent, and consistent approaches to metadata management, data intake, and quality coordination.
4. Undertaking other duties appropriate to this level of classification that contribute to the division or directorate.
5. This position may involve direct supervision of up to 2 staff.

WHAT YOU REQUIRE

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

Professional / Technical Skills and Knowledge

1. Strong analytical and problem-solving skills with experience in business and/or data analysis, and the ability to perform data discovery, query and analyse front-end systems, and translate findings into clear, documented business and technical requirements.
2. Demonstrated ability to communicate and collaborate effectively with internal and external stakeholders.
3. Sound knowledge of data management practices, including data governance, data quality, and data lifecycle management.

Behavioural Capabilities

4. Demonstrated ability to persevere in difficult situations, overcome obstacles and reach high levels of performance when faced with stressful work situations and time pressures.
5. Demonstrates a high-level commitment to work, health and safety (WH&S) and displays behaviour consistent with the ACT Public Service Values and Signature Behaviours.

Compliance Requirements

1. Minimum of two years' experience working in a field relevant to this role.
2. Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.
3. This role may require you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the Digital Canberra. In order to be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a

Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.