POSITION DESCRIPTION – DIRECTOR GOVERNANCE AND ASSURANCE

Directorate: City Renewal Authority	**Position Number:** P61410
Business Unit: Enabling Operations	**Classification**: SOGB
Position Title: Director Governance and Assurance	**Last reviewed:** April 2026

CITY RENEWAL AUTHORITY

The City Renewal Authority (City Renewal) is responsible for revitalising the central parts of Canberra to make it a great place to live, explore and enjoy. In partnership with the community, the role of the Authority is to create a thriving city heart by delivering design-led and people-focused urban renewal focused on social and environmental sustainability.

Our **vision** is clear - *the City Centre is the heart of Canberra: a captivating gathering place where creativity, work, life and leisure come together.*

Our **mission** is to bring this vision to life by:

- creating culturally rich, sustainable and thoughtfully-designed places
- encouraging and facilitating opportunities for new investment
- celebrating our places and their points of difference
- attracting people to support local businesses
- engaging genuinely with our community
- maintaining and activating our spaces so they are welcoming and lively.

We work with purpose and passion, guided by the **ACTPS values** of *Respect, Integrity, Collaboration and Innovation*. At City Renewal, you'll join a team committed to shaping a city that reflects the best of Canberra - where good design meets community, and where every project is an opportunity to make a lasting impact.

Who we are

We are a diverse and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

Our organisation is committed to innovation and creativity, and we aim to display this through the delivery of exciting urban renewal projects in the City Renewal Precinct. We are motived, hardworking and collegiate in our approach to our work.

What we offer

✓ Interesting and fulfilling projects where you can see the direct results of your own work,

✓ A high level of support from an experienced team of professionals,

✓ A flexible workplace in a newly renovated office, and

✓ Career progression in a forward thinking ACT Government organisation.

BUSINESS UNIT OVERVIEW

What we do

The Enabling Operations Group is responsible for the strategic management and operational delivery of the City Renewal's enabling, project, place experience and marketing services, providing the organisational foundation that supports effective decision-making, governance, engagement and day-to-day operations. The Group supports the Board, its committees, the Chief Executive Officer, executives and staff to ensure that City Renewal operates efficiently, transparently and in alignment with its strategic objectives.

The Group provides integrated leadership across portfolio and project management, finance, governance and assurance, human resources, communications and engagement, and place experience and marketing. These functions are delivered through the following teams:

- Portfolio Management Office
- Finance
- Governance and Assurance
- Place Experience and Marketing
- Communications and Engagement

The Enabling Operations Group plays a critical role in enabling the successful delivery of high-quality urban renewal outcomes for the City Renewal Precinct and Canberra.

POSITION OVERVIEW

The Director Governance and Assurance provides senior leadership and specialist advice to support strong enterprise-level governance, risk management, assurance and integrity across City Renewal. The role is responsible for delivering high-quality Board and committee secretariat services; leading the City Renewal's governance, risk and assurance frameworks; and providing strategic advice to the Executive and Board to support effective decision-making and compliance. Operating in a complex and dynamic environment, the position manages multiple priorities with competing timeframes, engages constructively with internal and external stakeholders across government, and contributes to a collaborative leadership culture that underpins City Renewal's strategic goals.

The duties of the position include the following, under the direction of the Executive Group Manager Enabling Operations:

- Develop, implement and lead an annual governance program.
- Lead Board and Secretariat functions, including a full range of Board secretariat skills to the City Renewal Board and its Committees (including preparing Board and Committee work plans, coordination and distribution of meeting agendas and papers, preparation of meeting minutes and administrative support).
- Direct/provide high quality governance and risk advisory services to City Renewal including leadership of the enterprise risk management framework, managing the internal audit and (non- financial) external audit functions, drafting, oversighting and seeking approval for policy and procedures and oversight of the Annual Report production.
- Support the Senior Executive Responsible for Business Integrity Risk (SERBIR) and CEO by providing strategic portfolio-level advice and assurance on risk and integrity to support effective executive oversight and decision-making.

- Lead the management, coordination, and drafting where relevant, of City Renewal input and responses to government business related matters such as ministerial correspondence, ministerial briefings, Cabinet and Legislative Assembly reporting requirements and Freedom of Information requests; and the necessary briefing materials to support the executives' participation in these activities.
- In conjunction with CMTEDD and other service providers provide high quality support to ensure integration of risk management principles across the agency, maintain information governance and promote legislative compliance.
- Representing City Renewal at nominated CMTEDD and other ACT Government committees
- Where prioritised and resourced, lead governance and assurance uplift projects, including initiatives arising from internal audit, governance reviews or organisational reform.
- Coordinate the development, refinement and implementation of governance frameworks, processes and artefacts.
- Where capacity exists, assisting other parts of the Enabling Operations Group to manage workloads through peaks and other relevant duties as required in line with the responsibilities of the Enabling Operations team.

SELECTION CRITERIA

Professional/Technical Skills and Knowledge

1. Demonstrated experience in managing and overseeing a strong corporate governance program and risk management practices to enable an organisation to meet legislated requirements.
2. Demonstrated experience in delivering high quality secretariat support to boards and / or high-level committees.
3. Demonstrated knowledge of, and experience in, administering high quality government business facilitation, corporate reporting, risk advisory and related services.
4. Demonstrated experience in improving governance, risk or assurance services contributing to a mature operating environment.
5. Excellent written communication skills and demonstrated ability to prepare high quality documents, with an attention to detail and accuracy.
6. Personal drive and integrity including demonstrated ability to manage workloads, work to multiple deadlines and deliver high quality outputs under pressure and discretion and tact when dealing with sensitive and confidential matters.

Behavioural Attributes

1. Understanding of and commitment to the implementation of Respect, Equity and Diversity (RED), participative work practices and Work Health and Safety (WHS).

QUALIFICATIONS / WORK EXPERIENCE

- Relevant tertiary qualifications or extensive experience in a similar role is highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of this position 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	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours	Frequently
Fixed or specific start/finish times	Frequently
Access to Accrued Days Off (ADO's)	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
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	Occasionally

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	Never

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

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required: • Steel capped shoes • High visibility vest or clothing	Never