Director, Governance Position Description

Position details

Position Title	Director, Governance
Classification	Audit Band 3
Reports to	Senior Director, Human Resources and Governance
Salary	$131,358 - $141,147 plus superannuation

About the ACT Audit Office

Vision: An accountable and highly performing ACT Public Sector

Role: To provide an independent view to the ACT Legislative Assembly and community on the efficiency and effectiveness of the ACT Public Sector.

Value: Independence, Integrity, Professionalism, Respect, Learning and Innovation

The ACT Auditor-General is an independent Officer of the ACT Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promote public accountability in the public administration of the Australian Capital Territory.

The ACT Audit Office conducts independent financial and performance audits on ACT Government agencies and entities that receive ACT Government funding or resources. The results of these audits are reported to the ACT Legislative Assembly and the community.

The ACT Audit Office offers a range of flexible working conditions, including the ability to work from home, to balance staff circumstances with the needs of the Office. The Office invests in developing and supporting staff by providing them with learning and development opportunities and professional memberships.

The Professional Services Branch is one of three main operational areas within the ACT Audit Office. The Branch is responsible for providing a range of corporate support services across human resources, office management and administration, quality assurance and technical advice, governance, internal audit, risk, ICT and communications. The Branch plays a critical role in supporting the overall operations of the Audit Office and works closely with the Financial Audit and Performance Audit areas to support the overall effectiveness, governance and quality of the Audit Office's work.

About the role

The **Director, Governance** is responsible for leading the ACT Audit Office's governance, records and information management and protective security activities. As a key member of the Professional Services Branch, the role supports the development and maintenance of governance frameworks, policies and procedures, coordinates internal audit and assurance activities and oversees the Office's records and information management processes.

The role provides advice to management and staff on governance, recordkeeping and protective security matters and contributes to organisational planning, reporting and continuous improvement

activities. The position also oversees the Office's Electronic Document and Records Management System (Objective) and supports the effective operation of the Office through the management of administrative support activities.

Key responsibilities of the Director, Governance:

- Lead the Office's governance framework, coordinating policy and procedure review activities across the Office to ensure governance arrangements remain current and aligned with legislative requirements.
- Develop and maintain governance and corporate policies and procedures to support good governance practices across the Office.
- Lead the development, implementation and continuous improvement of the Office's records and information management framework, ensuring records and information assets are appropriately governed and managed across the organisation.
- Lead the administration and ongoing development of the Office's Electronic Document and Records Management System (Objective), ensuring the system supports the Office's records and information management requirements.
- Support the Agency Security Executive by leading the coordination and delivery of protective security activities to ensure compliance with the ACT Protective Security Framework.
- Coordinate the Office's internal audit and assurance activities, ensuring recommendations arising from audits and reviews are monitored and implemented.
- Coordinate the Office's Strategic Plan and coordinate reporting activities for Branch Operational Plans ensuring progress against organisational priorities and key performance indicators is monitored and reported.
- Build productive relationships with internal and external stakeholders and provide advice and guidance on governance, records and information management and protective security matters.
- Oversee the Office's administrative functions, facilities and support services, including management of the Administration Officer, to support the operation of the Office.

Key selection criteria

Qualifications and Experience:

- Relevant tertiary qualifications or experience in governance, records and information management within a government environment.
- Experience administering and supporting an Electronic Document and Records Management System (EDRMS).

Professional/Technical Skills and Knowledge:

- Demonstrated experience developing, implementing and maintaining governance frameworks, policies and procedures within a government environment.
- Demonstrated experience in records and information management, including the development and implementation of recordkeeping practices.
- Demonstrated experience coordinating organisational reporting, assurance, compliance or performance monitoring activities.

- Demonstrated experience in, or knowledge of, protective security requirements within a government environment.
- Well-developed communication and stakeholder engagement skills, including the ability to build productive working relationships and provide clear, practical advice.

Behavioural Capabilities:

- Demonstrated initiative, sound judgement and professionalism, including the ability to work independently, manage competing priorities and deliver outcomes.
- Demonstrated understanding and commitment to the ACT Audit Office Values and the principles of the ACT Public Sector Respect, Equity and Diversity Framework and work health and safety.

Security Clearance Requirements:

- This position requires the successful applicant to currently hold an Australian Government Security Vetting Agency (AGSVA) Baseline security clearance and be eligible to obtain and maintain an AGSVA Negative Vetting Level 1 (NV1) security clearance.

Position of Trust

ACT Audit Office employees are required to undergo employment screening.

This position is classified as a Position of Trust. To be eligible for appointment, applicants must hold an Australian Government Security Vetting Agency (AGSVA) Baseline security clearance and be eligible to obtain and maintain an AGSVA Negative Vetting Level 1 (NV1) security clearance.

Further information on security clearance eligibility and application requirements is available on the Australian Government Security Vetting Agency (AGSVA) website.

Ongoing employment is conditional upon maintaining the required Security Clearance. Failure to obtain or maintain the clearance will result in termination of employment.

Note: The conditions of employment of staff are contained in the *ACT Public Sector Management Act 1994* and related Public Sector Management Standards, except as provided for in the *ACT Public Service Administrative and Related Classifications Enterprise Agreement 2023-2026*.

Position description, classification and selection criteria approved.

Ajay Sharma PSM
Auditor-General
4 November 2026