

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Director, Governance and Reporting

Classification: Senior Officer Grade B

Position number: P59776

Division: Chief Operating Officer Group

Branch: Data, Projects & Improvement

Business unit: Major Projects

Location: Dickson

Reports to: Senior Director

Date last reviewed: June 2026

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW

The **Corporate Services Group** (the Group) supports all areas of CED to deliver connected and effective services to the ACT community. The Group is responsible for promoting good governance across all operations, safeguarding the safety, health and wellbeing of employees, and managing essential frameworks for people, finance, ICT, legal and governance. In addition, it drives continuous process improvements and provides vital support to our ministers, enabling them to deliver on strategic priorities.

These responsibilities are carried out through two divisions within the Group: the **Chief Operating Officer (COO) Division** oversees operational efficiency and service delivery; and the **Strategic Finance Division** manages financial planning and accountability to ensure resources are allocated effectively.

The COO Division is a fast-paced work environment with direct responsibility for: communications, engagement and media; governance, ministerial and coordination; and people, safety and culture. Being part of this team allows visibility of the enabling corporate services the COO Division provides to the directorate, with a breadth of work that is diverse and interesting.

- The COO Division has a positive and people-focused culture to support business areas across CED to deliver good outcomes for our community.

BUSINESS UNIT OVERVIEW

The Major Projects team is responsible for delivering strategic transformation initiatives that support improved service delivery, operational efficiency and government priorities across the Directorate. The team provides project delivery, business analysis, procurement and implementation support for complex initiatives and works collaboratively with business stakeholders, technical specialists, suppliers and government agencies. The team is currently leading delivery of the Traffic and Parking Enforcement Solutions (TAPES) Program, a major business and digital transformation initiative focused on modernising traffic and parking enforcement capabilities across the ACT Government.

POSITION PURPOSE

The Governance, and Reporting Director plays a critical role in ensuring the successful, transparent, and compliant delivery of the City and Environment Directorate's strategic transformation programs. Operating within a fast-paced project environment, this position provides high-level oversight, governance of risk management, and assurance frameworks across the entire project lifecycle.

A key focus of this position is establishing robust reporting mechanisms, managing secretariat functions for project boards, and embedding a culture of proactive risk mitigation to safeguard government investment and optimise program outcomes.

The role acts as a primary link between project delivery teams, executive leadership, and internal corporate capabilities. The occupant will be responsible for maintaining the integrity of project delivery approach, ensuring strict alignment with ACT Government procurement policies, the *Public Sector Management Act 1994*, and the *Financial Management Act 1996*.

DUTIES / RESPONSIBILITIES

Under limited direction of the Senior Director, you will:

1. Lead the Program Governance and Reporting functions,
 - a) ensuring governance, reporting, risk, change, and assurance practices are aligned with the CED and ACT Government frameworks and policies.
 - b) coordination, preparation and delivery of program reporting, including maintaining and improving reporting templates to ensure accuracy, completeness and decision-readiness for Executives and Governance Forums.
 - c) quality assure program-related documentation, ensuring consistency in the approach to project documentation, capture, storage and retrieval across the program team, project teams and project contractors. Ensure creation and appropriate management of governance documents in accordance with the *Territory Records Act 2002*.
 - d) manage the secretariat support for the monthly Program Board and Program Control Group meetings, including coordinating meeting logistics, collaborating with project teams on submission papers ensuring the highest quality of the papers, preparing agendas and minutes, and managing the action register.
 - e) co-ordinate the drafting of high-quality papers for Program Board and associated sub-committees, as well as various forms of government reporting (e.g. Question Time Briefs; Questions on Notice, ministerial briefs, correspondence, etc).
2. Financial management and forecasting for the program in line ACT Government financial management policies including
 - a) Manage blended project budgets containing capital expenditure (CapEx) for digital infrastructure and operational expenditure (OpEx) for business change.
 - b) Direct end-of-month variance analysis, monitor funding drawdowns against project phases, and provide strategic budget adjustments
 - c) Formulate financial projections for business cases and deliver reporting updates to the ACT Treasury
3. Manage the sourcing and procurement of support partners with specialised skills and capabilities required for program delivery.
4. Develop and manage the program's deliverable review and acceptance process to ensure ongoing quality assurance and drive continuous improvement that strengthen program outcomes.
5. Oversee day-to-day operational delivery of the Project Governance, Procurement, and Finance functions, including workflow planning, issue resolution, escalation management and resource prioritisation.

This position involves the direct supervision of staff who will require guidance, support and advice in an Activity Based Work environment; and will involve work across a range of branches within Access Canberra; and

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

Professional/Technical Skills and Knowledge

1. Demonstrated experience in leading program governance functions, including stakeholder, program (including finance and budget), and procurement management.
2. Demonstrated ability to provide high quality analysis and advice to Senior stakeholders, Executives, and Ministers on program matters, including development and quality assurance of program documentation, briefs, and cabinet submissions, often working to short timeframes.
3. Demonstrated experience in managing high-level governance activities, including secretariat support for project governance committees, underpinned by strong organisational, communication and quality assurance skills.
4. Ability to manage the delivery of work outcomes by motivating and leading a team effectively within a demanding work environment.

Behavioural Capabilities

1. Demonstrated analytical thinking, particularly the ability to understand how complex issues integrate and to make decisions based on relevant experience and an understanding of the wider context.
2. Strong ability to work collaboratively within multidisciplinary teams, manage competing priorities, and deliver outcomes within tight timeframes, while maintaining oversight of multiple functions.
3. Highly developed communication and stakeholder engagement skills, with a focus on effective negotiation, and the ability to work both independently and as part of a team.
4. Demonstrated understanding and commitment to the ACT Government and Infrastructure Canberra Values Framework, workplace respect, equity and diversity framework, workplace health and safety best practice and industrial democracy principles and practice.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Desirable:

- Demonstrated working knowledge of ACT Government business activities in a project environment is highly desirable and will be an advantage.
- Qualifications in public sector management, project management, procurement, and/or finance will be an advantage
- Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.
- To be eligible to apply for this role, you must be an Australian citizen

- This position requires a pre-employment medical. [\[Please refer to the Understanding Pre-Employment Checks advice and use the work environment description below to inform this requirement. Remove this point if not applicable\]](#)
- This position **does not** require a Working with Vulnerable People Check.
- This position **does not** require a Security Clearance

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director, Governance and Reporting (position number P59776) and indicates how frequently each of these requirements would be performed. Please note that CED 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	Never
Designated workstation	Never
<i>The position in an activity based work environment</i>	

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent paid 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	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	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

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	Occasionally
Exposure to potentially distressing case material	Occasionally

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