



# POSITION DESCRIPTION

**Directorate:** Digital Canberra

**Position Number:** P71580

**Division:** Customer Data and Technology

**Classification:** Senior Information Technology Officer C (SITOC)

**Business Unit:** Strategic IT Asset Management

**Location:** Hybrid working arrangements  
(Winyu House, Gungahlin and work from home)

**Position Title:** Assistant Director - ICT  
Facilities, Compliance, and  
Delivery

**Last Reviewed:** August 2026

**Position Requirements:** The successful applicant must be an Australian citizen and possess or acquire and maintain an Australian Government Security Vetting Agency (AGSVA) security clearance at the Negative Vetting 1 (NV1) level as an eligibility qualification. If AGSVA 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 as 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 by 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

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The Customer, Data and Technology Group (CDT) enables a modern, digitally empowered ACT Government. By delivering shared services that are efficient, secure, AI-enabled and customer-focused, the group helps ensure that citizens and businesses benefit from responsive, transparent and innovative public administration.

The group has a wide range of strategy, policy and operational responsibilities across ACT Government, including:

- management of information and communications technology services
- service integration and management
- program and project management
- cyber, risk and governance
- strategic asset management
- data and artificial intelligence, including digital records.

## **BUSINESS UNIT OVERVIEW**

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The Strategic IT Asset Management Program (SAMP) Branch leads the coordination and oversight of ICT asset maintenance and renewal activities across the ACT Government. The branch adopts a whole-of-government portfolio approach to asset lifecycle planning, ensuring technology assets are managed in a structured, prioritised and sustainable manner.

The branch maintains a consolidated view of the ICT asset landscape, including current state maturity, risks, dependencies and investment priorities. This end-to-end visibility enables informed decision-making on asset renewal and supports the reliability, security and performance of critical government systems and services.

The branch is responsible for developing and implementing ICT asset management strategy, standards and governance frameworks, supported by clear reporting and assurance mechanisms. These provide transparency of portfolio performance, enable risk-based prioritisation, and promote consistent delivery outcomes across government.

Working in close partnership with Technology Services Branch, directorates and delivery partners, SAMP ensures asset lifecycle activities are aligned with operational support models, broader ICT strategies and capital investment programs. Through this integrated approach, SAMP reduces operational risk, improves asset management maturity and supports the long-term sustainability of government technology environments.

## **POSITION OVERVIEW**

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The Assistant Director of ICT Facilities, Compliance and Delivery, leads physical ICT facilities refresh activities for the Strategic Asset Management Program (SAMP).

The role coordinates site readiness, field audit quality, physical implementation, targeted communications cabinet remediation, decommissioning and handover evidence for approved SAMP refresh work. The position provides senior specialist advice on physical ICT facilities requirements, including communications cabinets, racks, patching fields, labelling, cabling presentation, wireless access point mounting and related site conditions that affect the safe installation and supportability of incoming equipment.

The role owns the Facilities stream's implementation compliance function. This includes confirming that physical works adhere to relevant internal and external standards, rules and implementation requirements before refreshed assets are handed over to Business-as-Usual (BAU) or Operations.

The role works as part of a program-led delivery model with SAMP technical staff, Networks, Infrastructure, Technology Services operational subject matter experts, project managers, vendors, trades and delivery partners.

## WHAT YOU WILL DO

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Under the limited direction of the Senior Director, Networks and Infrastructure you will:

- a. Provide technical refresh planning for approved SAMP works, including asset identified and remediation requirements and support market testing for refresh.
- b. Provide technical implementation support to the SAMP Project Manager through site readiness, physical installation, decommissioning, targeted remediation and practical sequencing of ICT Facilities activities.
- c. Interpret and apply relevant government, Australian and industry standards, rules and internal requirements for physical ICT facilities implementation, including communications cabinets, racks, patching fields, labelling, cabling presentation and site-readiness conditions.
- d. Review field audit evidence, asset validation outputs and implementation documentation to confirm that physical works meet agreed compliance and quality requirements before transition to Operations.
- e. Coordinate staff, vendors, trades, project teams and operational stakeholders to deliver safe, supportable and standards-aligned ICT refresh outcomes.
- f. Provide senior specialist advice on site readiness, physical implementation risks, cabinet remediation, outage impacts and practical options to support safe and supportable ICT refresh delivery.
- g. This position may be required to participate in an after-hours works.
- h. This position involves direct supervision of staff and requires active collaboration, knowledge sharing and support to other team members.

## WHAT YOU REQUIRE

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The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

### Capabilities

#### Professional / Technical Skills and Knowledge

1. Demonstrated specialist knowledge of physical ICT facilities refresh environments, including communications cabinets, racks, patch panels, fibre and copper presentation, labelling, cabling pathways, hardware replacement and site-readiness considerations.
2. Demonstrated ability to interpret and apply relevant government, Australian and industry standards, WHS considerations, internal rules and implementation requirements to physical ICT refresh activities.
3. Demonstrated experience leading or coordinating physical ICT installation, decommissioning, targeted remediation, trade coordination and site-readiness activities in complex operational environments.
4. Demonstrated ability to review field audit evidence, asset validation records, completion artefacts and implementation documentation to identify compliance gaps, readiness risks, handover issues and evidence-based recommendations that support safe implementation and operational acceptance of refreshed ICT assets.

#### Behavioural Capabilities

5. Demonstrated ability to work collaboratively and communicate clearly across technical, project, operational, vendor and stakeholder groups to deliver shared outcomes.
6. Demonstrated ability to exercise sound judgement, manage competing priorities and escalate issues that may affect delivery, safety, quality or operational readiness.
7. Demonstrated behaviours consistent with the ACTPS values of respect, integrity, collaboration and innovation.

## Compliance Requirements

- This role is a Position of Trust and requires you to obtain and maintain an Australian Government NV1 security clearance, or be prepared to transfer an existing security clearance, which will be sponsored by the Digital Canberra Directorate. 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. To be eligible for an NV1 security clearance, you must be an Australian citizen
- ACMA Open Cabling Registration with relevant structured cabling endorsements is highly desirable.
- BICSI RCDD, BICSI Technician or equivalent structured cabling, ICT infrastructure design or telecommunications distribution credentials are highly desirable.
- A construction induction card or equivalent site access credential is highly desirable and may be required for construction or controlled work sites.
- A current driver licence is highly desirable as the role requires travel to multiple ACT Government sites.
- Project coordination, WHS risk assessment, site safety, asbestos awareness, working at heights or equivalent practical delivery training is desirable.

## WORK ENVIRONMENT DESCRIPTION

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The following work environment description outlines the inherent requirements of the role Assistant Director - ICT Facilities, Compliance and Delivery (P71580) and indicates how frequently each requirement would be performed. 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  | Occasionally |
| Sitting at a desk           | Frequently   |
| Standing for long periods   | Occasionally |
| Designated workstation      | Occasionally |

| 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 (ADOs)                                                          | Never        |
| Peaks and troughs                                                                          | Occasionally |
| Frequent overtime                                                                          | Occasionally |
| Rostered shift work                                                                        | Never        |

| <b>SOCIAL DEMANDS</b>                                       | <b>FREQUENCY</b> |
|-------------------------------------------------------------|------------------|
| 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            |

| <b>PHYSICAL DEMANDS</b>                                      | <b>FREQUENCY</b> |
|--------------------------------------------------------------|------------------|
| Distance walking (large buildings or inter-building transit) | Occasionally     |
| Working outdoors                                             | Occasionally     |

| <b>MANUAL HANDLING</b>                                    | <b>FREQUENCY</b> |
|-----------------------------------------------------------|------------------|
| Lifting 0 – 5kg                                           | Occasionally     |
| Lifting 5 – 10kg                                          | Occasionally     |
| Lifting 10kg+                                             | Occasionally     |
| Climbing                                                  | Occasionally     |
| Reaching                                                  | Occasionally     |
| Bending/squatting                                         | Occasionally     |
| Push/pull                                                 | Occasionally     |
| Sequential repetitive movements in a short amount of time | Never            |

| <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                                 | Occasionally     |
| Exposure to extreme temperatures                   | Never            |
| Operation of heavy machinery, for example forklift | Never            |
| Confined spaces                                    | Occasionally     |
| Excessive noise                                    | Occasionally     |
| Low lighting                                       | Occasionally     |
| Handling of dangerous goods/equipment              | Never            |
| Working with asbestos                              | Occasionally     |
| Potential to encounter agitated customers          | Occasionally     |
| Exposure to potentially distressing case material  | Never            |

| <b>OTHER</b>     | <b>FREQUENCY</b> |
|------------------|------------------|
| Uniform required | Never            |

|                                              |              |
|----------------------------------------------|--------------|
| Personal Protective Equipment (PPE) required | Occasionally |
|----------------------------------------------|--------------|