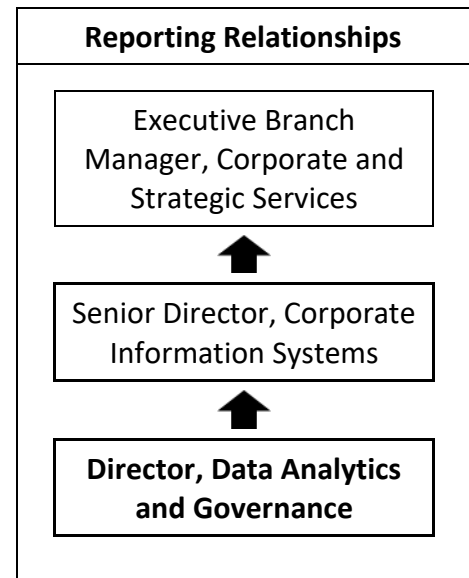




POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit	ACT Courts and Tribunal
Branch	Corporate and Strategic Services
Section	Corporate Information Systems
Position Title	Director, Data Analytics and Governance
Position Number	P67430
Classification	Senior Officer Grade B (SOGB)
Location	Canberra City
Last Reviewed	April 2026



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.

The ACTPS supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

The ACTPS is committed to the principles of Reasonable Adjustment to ensure everyone has equitable employment opportunities.

DIRECTORATE OVERVIEW

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient and inclusive community.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and supports a democratic society
- Strengthens community safety;
- Protects people's legal and human rights and interests;
- Cares for and supporting people who are at a higher risk of vulnerability;
- Enhances timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Supports formal partnerships and shared decision making with First Nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.

The Directorate advises and supports the following ministerial portfolios:

- Chief Minister
- Attorney-General
- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-Time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women
- Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

BUSINESS UNIT OVERVIEW

The ACT Courts and Tribunal (**ACTCT**) supports the proper administration of justice by providing high quality support to judicial officers and tribunal members and high-quality services to those using the courts and tribunal. It provides the Supreme Court, Magistrates Court and ACT Civil and Administrative Tribunal (**ACAT**) with registry, court support, forensic, corporate and strategic services.

The ACTCT is led by the Chief Executive Officer (CEO) appointed under the *Court Procedures Act 2004* and has the following branches:

- Executive
- Registrar's Office Supreme Court which includes Supreme Court Registry Operations and Sheriff's Office
- Registrar's Office Magistrates Court which includes Magistrates Court Registry Operations and the Forensic Medicine Centre
- Registrar's Office ACAT which includes ACAT Registry Operations
- Corporate and Strategic Services.

NOTE: The nature of the organisation is such that staff may be exposed to occupational violence, vicarious trauma, sensitive material or information that may be confronting and culturally sensitive. ACTCT provides support services and training to assist staff in being culturally aware, resilient and safe in the workplace.

BRANCH OVERVIEW

The Corporate and Strategic Services branch is responsible for delivering a range of corporate and strategic services that support the operations of each Court and ACAT.

Corporate and Strategic Services consists of the following areas:

- Corporate Information Systems
- Finance
- People and Governance
- Property and Procurement
- Therapeutic and Client Services

Corporate Information Systems:

The Corporate Information Systems (CIS) team provides strategic and operational support across ACT Courts and Tribunal (ACTCT) in the following key domains:

- Digital solutions, project delivery, and digital transformation
- Cybersecurity and information security management
- Data analytics, governance, insights, and planning
- Library and information services

In addition to these core functions, the CIS team offers expert advice on enterprise architecture and digital strategy, enabling the successful delivery of technology-driven initiatives across the organisation.

POSITION OVERVIEW

The **Director, Data Analytics and Governance** is a senior leadership role responsible for shaping and advancing ACTCT's enterprise data strategy, analytics capabilities, and data governance frameworks. This role leads the planning, design, implementation, and continuous improvement of data analytics technologies and governance processes to support evidence-based decision-making, and meet statutory and operational reporting obligations. This role also ensures protective security principles are embedded into data management practices, ensuring that data assets are handled with integrity, confidentiality, and availability in accordance with the ACT Protective Security Framework (PSF).

This critical role requires a proactive, driven, and purpose-oriented leader with the following qualifications:

- Extensive experience in enterprise data warehousing, integration, data architecture, and modelling; delivering actionable analytics; and advancing data governance, quality, and literacy across complex organisations.
- Demonstrated understanding of protective security principles, including the secure handling, storage, and sharing of sensitive information in line with ACT PSF requirements.
- Strategic and analytical mindset, with the ability to translate complex data into meaningful insights that inform policy, planning, and service delivery.
- Proven leadership in building and mentoring high-performing, multidisciplinary teams, fostering a culture of continuous learning, innovation, and accountability.
- Exceptional communication and stakeholder engagement skills, with the ability to influence and collaborate across technical and non-technical domains, and at all levels of government.

- Commitment to security governance, including risk management, compliance, and the development of internal standards and controls aligned with ACT Government security policies.

This role contributes directly to the ACTCT strategic intents to develop its data and analytics capabilities.

Flexible Working/Hybrid Options: Opportunities for flexible working options could include hybrid working, being a combination of working from home, designated office based and FlexiSpace working locations across the ACT and flexible start and finish times.

WHAT YOU WILL DO

Under the limited direction of the Senior Director, Corporate Information Systems, the **Director, Data Analytics and Governance** will:

1. Lead and empower a high-performing data analytics and governance team, fostering a culture of excellence, collaboration, and continuous improvement to deliver secure, scalable, and innovative data solutions and services.
2. Drive the strategic development and implementation of ACTCT's data analytics and governance priorities, including enterprise roadmaps, architectures, and capability uplift initiatives that enhance organisational data literacy and maturity.
3. Establish and govern robust data frameworks, standards, and mechanisms that ensure compliance with ACT PSF requirements, particularly in relation to information security, governance, and change management.
4. Architect and oversee the end-to-end delivery of ACTCT's enterprise data warehouse, integration platforms, and analytics and planning solutions, ensuring they remain relevant, secure, and aligned with business needs and protective security obligations.
5. Manage and deliver critical data analytics and governance projects on time and within budget, ensuring high stakeholder satisfaction and adherence to compliance, risk, and quality standards.
6. Ensure operational excellence by maintaining comprehensive documentation, proactively managing data quality issues, and implementing effective resolution processes.
7. Provide strategic and expert advice on emerging trends, policy implications, and technology developments, assessing risks and opportunities for ACTCT's data analytics and governance environment.
8. Cultivate and manage strategic relationships with vendors, service providers, and internal stakeholders, leveraging influence and negotiation to achieve optimal outcomes.
9. Communicate with clarity and impact across all organisational levels, tailoring technical and strategic messaging to diverse audiences including executives, senior managers, and technical specialists.
10. Champion ACTPS Values and foster a positive team culture, promoting integrity, respect, and accountability across the organisation.
11. Represent ACTCT in cross-agency forums and committees, contributing to whole-of-government data and security initiatives and advocating for ACTCT's strategic interests.

12. Any other reasonable and related duties as required to meet the ongoing needs of ACTCT.
13. This position **does** involve direct supervision of 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. Extensive and demonstrated success in leading enterprise-level data warehousing, integration, and architecture initiatives, including data modelling, advanced analytics, and internal/external reporting. Proven ability to uplift data governance frameworks and organisational data literacy in complex environments.
2. Proven technical leadership in the design, implementation, and optimisation of secure, scalable data analytics and planning solutions. Demonstrated experience in architecting enterprise data platforms and embedding protective security principles in data operations.
3. Highly developed conceptual, analytical, and strategic thinking skills, with a demonstrated ability to solve complex problems, coordinate across systems, and deliver structured, high-impact outcomes in alignment with organisational goals.

Behavioural Capabilities

4. Demonstrated resilience and adaptability in managing competing priorities and delivering results in a dynamic, high-pressure environment with minimal supervision.
5. Outstanding interpersonal, communication, and stakeholder engagement skills, with a proven ability to build and maintain effective relationships across diverse stakeholder groups. Demonstrated ability to influence, negotiate, and communicate complex information clearly and persuasively at all organisational levels.
6. Proven leadership in building and managing high-performing teams, fostering a culture of collaboration, innovation, and accountability. Demonstrated success in delivering end-to-end data and analytics solutions that are insightful, actionable, and aligned with strategic objectives.

Compliance Requirements/Qualifications

1. Tertiary qualifications in data analytics, data science, information technology, business information systems, or a related discipline are highly desirable.
2. Advanced technical expertise in enterprise data analytics platforms and technologies such as SQL, Microsoft SSIS/SSAS/SSRS, Power BI, IBM Cognos Analytics, Python/R, or equivalent technologies is desirable. Experience applying security controls in accordance with the ACT Protective Security Framework (ACT PSF) is advantageous.
3. To be eligible for permanent or temporary employment within the ACT Public Service (ACTPS) you must be an Australian citizen, a permanent resident or hold a valid work visa.
4. If an officer no longer holds a visa that permits them to work in Australia, their employment with the ACT Public Service (ACTPS) will be terminated.
5. The successful candidate will be required to undergo a National Criminal History check.

6. This position **does not** require a Working with Vulnerable People registration.
7. This position **does not** require a pre-employment medical.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of **Director, Data Analytics and Governance (P67430)** 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	Never
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
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 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)	Never
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Never
Working outdoors	Never

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

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
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

Exposure to potentially distressing case material	Occasionally
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OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never