POSITION DESCRIPTION

Directorate: Digital Canberra

Division: Planning Design and Digital

Business Unit: Office of Executive General Manager Planning Design and Digital

Position Title: Manager Group Strategy, Coordination and Performance

Position Number: P72650

Classification: AS06

Location: Hybrid working arrangements (220 London Circuit Canberra, Winyu House Gunghalin, and work from home)

Last Reviewed: 29 October 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 Baseline 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 demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

Digital Canberra leads the ACT Government's technology, digital, data, and cyber security services. We strive to improve the lives of Canberrans through 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.

GROUP OVERVIEW

Planning, Design and Digital Group plays an important strategic role in realising the ACT Government's vision to transform Canberra into a genuinely connected city.

The Group manages the Government's technology investment framework and pipeline, undertakes research and analysis to develop digital policy, provides business analysis and ICT architecture and design services for key Government ICT initiatives. As part of this work, the group is responsible for planning and delivering major ACT Government ICT programs, ensuring good

project governance as well as driving the digital transformation of ACT services by implementing digital identity solutions that empower our community to access services online, anytime.

BUSINESS UNIT OVERVIEW

Providing essential coordination and strategic advice to Digital Canberra's most senior leaders, the Offices of the Director-General and Executive Group Managers are a group of small business units that closely collaborate with each other. The Offices provide administrative support to their senior executive, coordination of documents, meetings, and requests, and play an important role in the overall efficient running of their senior executive's group.

POSITION OVERVIEW

The Manager, Group Strategy, Coordination and Performance provides high-level coordination, analysis and advice to support strategic planning, government business and performance monitoring across the Planning, Design and Digital (PDD) Group. Working under limited direction, the role coordinates business planning and reporting processes, prepares evidence-based advice, monitors priorities and supports practical improvements to business processes. The position works collaboratively across PDD and Digital Canberra to support timely executive decision-making and the delivery of agreed outcomes.

WHAT YOU WILL DO

The Manager, Group Strategy, Coordination and Performance works under limited direction and supports the Executive Officer and Executive Group Manager, Planning, Design and Digital (PDD), to deliver agreed strategic and operational priorities. The role coordinates business planning, performance reporting, ministerial and government business, and process improvement activities. It exercises sound judgement in managing complex or sensitive matters, identifying risks and preparing clear recommendations for senior officers.

Under the limited direction of the Executive Officer, PDD, you will:

Strategy and Planning

- Coordinate the development, implementation and review of the PDD Business Plan, ensuring alignment with Directorate, Government and organisational priorities.
- Undertake research, analysis and environmental scanning to identify emerging issues and inform planning and decision-making.
- Develop and maintain fit-for-purpose planning, governance and reporting tools that support consistent business practices and improved performance.

Performance and Delivery

- Coordinate the monitoring and reporting of PDD priorities, commitments, deliverables and performance measures.
- Analyse business and performance information, identify trends and prepare evidence-based advice and recommendations for senior officers.
- Maintain oversight of agreed actions and deadlines, identify risks or delivery issues, and escalate matters requiring senior attention.

Ministerial and Government related business

- Coordinate ministerial, Cabinet, parliamentary and other government business for PDD, including allocating requests, monitoring deadlines and undertaking quality assurance.

- Provide advice to PDD executives and business areas on requirements, emerging issues, risks and appropriate handling of government business.

- Review briefs, correspondence and other products for accuracy, completeness, consistency and alignment with government and organisational requirements.

Stakeholder Engagement

- Coordinate work across PDD and other business areas, resolve routine issues and negotiate practical solutions within established priorities and policy settings.
- Build and maintain effective working relationships and facilitate timely information sharing with internal and external stakeholders.
- Represent the Office of the Executive Group Manager PDD in meetings, committees and working groups within the scope of the role.

Continuous Improvement and Leadership

- Identify and implement improvements to coordination, reporting and administrative processes within the Office and across PDD.
- Contribute to a culture of accountability, collaboration, innovation and continuous improvement.
- Model ACT Public Service values and maintain high standards of professionalism, integrity and ethical conduct.

This position does not have direct supervisory responsibilities. The role may provide task guidance, coordinate workflow and share expertise with the Executive Assistant and other staff to support the effective management of Office priorities.

WHAT YOU REQUIRE

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

Professional / Technical Skills and Knowledge

- Demonstrated experience providing high-level coordination, analysis and business support in a complex environment, including preparing clear and accurate advice, briefs and reports for senior officers.
- Demonstrated ability to research and analyse complex information, identify emerging issues and risks, and develop practical, evidence-based recommendations.
- Experience coordinating business planning, performance reporting, governance, ministerial, Cabinet, parliamentary, executive or comparable business processes, with strong attention to quality and deadlines.
- Well-developed written and verbal communication and stakeholder engagement skills, including the ability to build productive relationships and negotiate practical outcomes.
- Demonstrated ability to develop and improve administrative, governance or reporting processes and contribute effectively to team and organisational outcomes.

Behavioural Capabilities

- **Strategic thinking and results:** analyses information, applies sound judgement and translates priorities into accurate and timely outcomes under limited direction.
- **Productive relationships and influence:** communicates clearly, builds cooperative relationships and works constructively with stakeholders to resolve issues and achieve agreed outcomes.
- **Personal drive and integrity:** demonstrates initiative, accountability, resilience and professionalism when managing competing priorities and sensitive matters.

Compliance Requirements

1. The successful applicant must be an Australian citizen and possess, or be able to acquire and maintain, an Australian Government Security Vetting Agency (AGSVA) security clearance at the Baseline level. If AGSVA screening is not successful, employment will not commence or, if already commenced, will be reassessed.
2. The successful applicant must have the ability to attend 220 London Circuit and Winyu House to conduct their role.