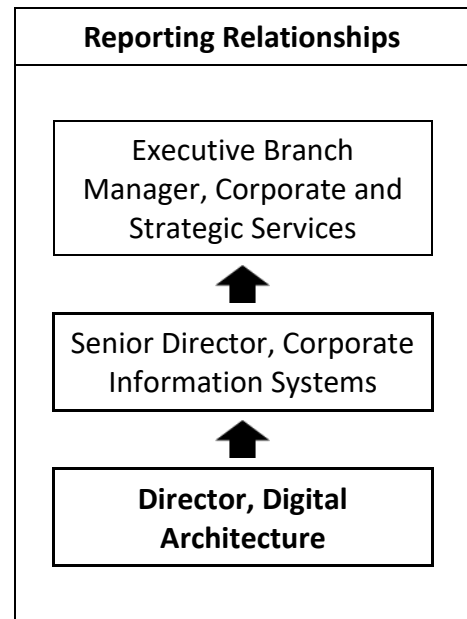




POSITION DESCRIPTION

| | |
|------------------------|----------------------------------|
| Directorate | Justice and Community Safety |
| Business Unit | ACT Courts and Tribunal |
| Branch | Corporate and Strategic Services |
| Section | Corporate Information Systems |
| Position Title | Director, Digital Architecture |
| Position Number | P71386 |
| Classification | Senior Officer Grade B (SOGB) |
| Location | Canberra City |
| Last Reviewed | May 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 business areas:

- Executive
- Registrar Supreme Court (including Supreme Court Registry Operations and Sheriff's Office)
- Registrar Magistrates Court (including Magistrates Court Registry Operations and the Forensic Medicine Centre)
- Registrar ACAT (including 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 Contracts
- Therapeutic and Client Services

Corporate Information Systems:

The Corporate Information Systems (CIS) team supports ACTCT in four core domains:

- **Digital solutions and transformation:** Design, deliver, and operate technology solutions; manage projects and releases; drive process improvement and user adoption.
- **Cybersecurity and information security:** Implement and monitor security controls; manage risk, compliance, and audit readiness; support protective security practices.
- **Data analytics, reporting, and governance:** Curate and govern data assets; deliver insights and reporting; plan and steward data quality and lineage; support strategic planning.
- **Library and information services:** Provide access to legal and research resources; manage collections and knowledge services to support judicial and operational work.

CIS offers expert **enterprise architecture** and **digital strategy** advice, aligning platforms, data, and security to ACTCT's priorities so technology-driven initiatives are delivered safely, reliably, and with measurable value.

POSITION OVERVIEW

The Director, Digital Architecture provides senior architecture leadership and technical direction for ACTCT's business-critical digital systems, with a particular focus on the sustainment, transition and future modernisation of a legacy enterprise system.

The role has a dual focus. As application architect for the legacy system, the Director, Digital Architecture is responsible for understanding and documenting the current-state architecture, including application components, data structures, integrations, environments, security considerations, operational dependencies and technical risks. As solution architect, the role is responsible for developing future-state architecture options and transition pathways to modernise, replace or progressively transition the legacy system using contemporary technologies and whole-of-government platforms where appropriate.

A key early priority of the role will be to lead the architecture, design and assurance aspects of knowledge transfer from the system vendor during a time-limited knowledge-transfer period. This includes defining knowledge-transfer priorities, validating technical understanding, identifying documentation and capability gaps, and ensuring ACTCT has sufficient architectural knowledge to support informed ownership, sustainment and future transition planning.

The Director, Digital Architecture provides design authority for changes to the legacy system and works closely with the Lead Systems Developer and other specialists to ensure approved changes are technically feasible, secure, supportable and aligned with architecture direction. The role

provides authoritative advice to senior stakeholders on system risks, technical debt, vendor dependency, modernisation options, transition sequencing and implementation implications.

The role works collaboratively with ACTCT business areas, Digital Canberra, vendors, external agencies, infrastructure, database, cybersecurity, identity, records, data and service-management teams to ensure digital solutions are reliable, secure, maintainable, fit for purpose and aligned with ACT Government ICT governance requirements.

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, Digital Architecture will:

1. Provide architecture leadership and design authority for ACTCT's business-critical digital systems, with a primary focus on the legacy enterprise system, its sustainment, transition and future modernisation.
2. Develop and maintain current-state architecture artefacts for the legacy system, including system context, application components, data model, integrations, environments, security controls, operational dependencies and support model.
3. Lead the architecture and design aspects of vendor knowledge transfer, including defining knowledge-transfer priorities, validating technical understanding, identifying documentation gaps, and ensuring architecture knowledge is captured and usable by ACTCT and Digital Canberra.
4. Assess technical risks associated with the legacy system, including vendor withdrawal, ageing technology, technical debt, security exposure, integration fragility, data quality, supportability, maintainability and business continuity impacts.
5. Provide solution architecture leadership for modernisation or transition options, including assessing whether the legacy system should be stabilised, upgraded, re-platformed, progressively replaced or transitioned to a new solution using contemporary technologies.
6. Translate business, operational, data, security and technology requirements into target-state architecture options, transition roadmaps, design recommendations and practical implementation approaches.
7. Work with the Lead Systems Developer and other specialists to ensure design decisions are technically feasible, implementation-ready and supported by appropriate development, testing, deployment, documentation and operational practices.
8. Engage with ACTCT business areas, Digital Canberra, vendors, external agencies and internal ICT teams to align architecture decisions with business priorities, whole-of-government platforms, cybersecurity expectations and service-management practices.
9. Provide clear and authoritative advice to senior stakeholders on system sustainment, modernisation options, transition risks, sequencing, dependencies, costs, benefits and implementation implications.

10. Contribute to internal capability by establishing architecture standards, reusable design artefacts, decision records, knowledge repositories and practical guidance that support sustainable ownership of ACTCT's digital systems.
11. Undertake other reasonable duties consistent with the scope and classification of the position, as directed.
12. 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. Demonstrated senior experience as an application architect, solution architect or digital architect for complex enterprise systems, including the ability to analyse current-state architecture, define target-state options and develop practical transition pathways.
2. Demonstrated experience with Microsoft-based enterprise application environments, including .NET application architectures, relational databases, system integrations, APIs, identity, security, hosting environments and operational support considerations.
3. Demonstrated ability to lead architecture and design activities for legacy or business-critical systems, including technical-risk assessment, dependency mapping, documentation uplift, technical-debt analysis, supportability assessment and sustainment planning.
4. Demonstrated experience developing solution architecture artefacts, including system context diagrams, application and integration views, data and information flows, environment models, security considerations, architecture decision records, roadmaps and transition plans.
5. Demonstrated ability to lead technical knowledge-transfer assurance from vendors or third-party providers, including defining knowledge-transfer priorities, validating architectural understanding, identifying documentation gaps and converting vendor-held knowledge into sustainable internal capability.

Behavioural Capabilities

1. Demonstrated ability to work under broad direction, exercise sound judgement and provide authoritative architecture advice in a complex operational, vendor-transition and digital-modernisation environment.
2. Demonstrated high-level communication, consultation and stakeholder engagement skills, including the ability to explain complex architecture, risk and transition issues clearly to business stakeholders, technical teams, vendors and senior decision-makers.
3. Demonstrated ability to lead through influence, build productive working relationships across organisational boundaries, and align business, technology, vendor and whole-of-government stakeholders around practical architecture outcomes.
4. Demonstrated ability to model and uphold the ACTPS values of respect, integrity, collaboration and innovation, including by acting ethically, sharing knowledge, encouraging constructive challenge and contributing to a positive and inclusive team culture.

5. Demonstrated ability to balance strategic thinking with practical delivery, including managing ambiguity, prioritising risk, making evidence-based recommendations and supporting reliable outcomes for business-critical systems.

Compliance Requirements/Qualifications

1. Relevant tertiary qualifications in information technology, computer science, software engineering, enterprise architecture, systems engineering or a related discipline are desirable.
2. Current or recent certifications relevant to enterprise architecture, solution architecture, cloud architecture, cybersecurity, Microsoft Azure, TOGAF, ITIL, Agile delivery or related disciplines are desirable.
3. Knowledge of government ICT governance, cybersecurity, privacy, records management, procurement, service management, change management and release management practices is desirable.
4. Experience working in government, justice, courts, tribunals or other regulated operational environments is desirable.
5. To be eligible for permanent or temporary employment within the ACT Public Service you must be an Australian citizen, a permanent resident or hold a valid work visa.
6. 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.
7. The successful candidate will be required to undergo a National Criminal History check.
8. This position **does not** require a Working with Vulnerable People registration.
9. 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, Digital Architecture (P71386)** 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 | Occasionally |
| Sitting at a desk | Frequently |
| Standing for long periods | Never |
| 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 | Occasionally |
| Access to Accrued Days Off (ADO's) | Never |
| Peaks and troughs | Occasionally |
| Frequent overtime | Occasionally |
| 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 | 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 | Never |

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