



# POSITION DESCRIPTION

**Directorate:** Chief Minister, Treasury and Economic Development Directorate

**Division:** Corporate

**Business Unit:** Governance, Reporting, Information and Facilities

**Position Title:** Assistant Director, Governance and Risk

**Position Number:** P66237

**Classification:** SOGC

**Location:** 220 London Circuit, Canberra City, and Flexible working options

**Security Clearance Required:** No

**Last Reviewed:** September 2026

## DIRECTORATE OVERVIEW

---

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

## DIVISION OVERVIEW

---

Corporate provides a range of strategic, governance, organisational development, administrative and human resource functions for the Chief Minister and Treasury and Economic Development Directorate. The Executive Group Manager, Corporate is also the CMTEDD Senior Executive Responsible for Business Integrity and Risk.

## BUSINESS UNIT OVERVIEW

---

Governance, Reporting, Information and Facilities provides support to the Directorate through:

- its governance framework, corporate policies, audit and compliance review programs;
- embedding a strong risk framework, including supporting business continuity, emergency management and protective security arrangements;
- coordination and performance activities, including annual report and commitment reporting;

- supporting the management of information, including coordinating Freedom of Information requests, and providing advice and support on records management and information privacy; and
- collaborating to ensure a consistent approach for facilities, fleet and environmental sustainability, and supports Winyu, 220 London Circuit and FlexiSpaces as key facilities.

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.

## **POSITION OVERVIEW**

---

The Assistant Director, Governance and Risk works in a small technical team of subject matter experts. The Governance, Security and Audit team is a dynamic and customer-oriented area focused to deliver best practice corporate, advice, services and support in a demanding environment.

The role manages and coordinates the implementation, ongoing maintenance, testing and reporting of risk management, business continuity, crisis management, disaster recovery and emergency management frameworks, policies and plans, and associated activities within CMTEDD.

In addition, the role supports the broader team with the development and implementation of governance policy and frameworks, fraud prevention, gifts and hospitality and travel, as well as support to the internal audit function.

The role supports risk management activities, including reviewing and updating documents, providing advice, coordinating workshops and supporting reporting requirements.

## **WHAT YOU WILL DO**

---

The primary responsibilities for the position are:

1. Manage and coordinate CMTEDD's risk management activities, including improving the overall risk maturity. This includes, but is not limited to:
  - a) reviewing and updating CMTEDD's risk management framework and plan, ensuring alignment with ISO standard and guidelines for risk management and the ACT Insurance Authority's (ACTIA's) whole of government risk management policy;
  - b) coordinating, including review and update of risk assessments, including strategic and divisional, in accordance with the CMTEDD's Risk Management Plan; and
  - c) promoting awareness and providing advice of risk management within the Directorate, including delivery of training sessions relating to risk and fraud prevention.
2. As CMTEDD's Business Continuity Coordinator, review and enhance CMTEDD's Business Continuity and Disaster Recovery Framework, Business Continuity Plans (BCP), and other supporting documents, ensuring alignment with relevant standards, including but not limited to:
  - a) establishing arrangements, and developing, reviewing and updating BCP documents;
  - b) preparing test scenarios, and facilitating training and testing of business continuity plans on a regular basis in accordance with the testing schedule; and

- c) supporting CMTEDD's arrangements during periods when the BCP is activated, including situation reporting.
- 3. Manage the coordination of CMTEDD's arrangements for the emergency management at the whole of government level, including:
  - a) ensuring adequate coverage of Emergency Co-ordination Centre (ECC) Liaison Officers, and seeking support of additional representatives where required
  - b) maintaining Emergency Co-ordination Centre (ECC) Liaison Officer procedure documentation and supporting communication tools; and
  - c) coordinating the Directorate's Bushfire Season readiness requirements, including quarterly bushfire operational reporting and review and updating CMTEDD bushfire documents and coordination of ECC Liaison Officer roster during bushfire season.
- 4. Manage and coordinate the review, development, consultation and implementation of governance-related strategic policy and procedures, and provide expert advice and assistance to business areas.
- 5. Maintain content on staff intranet pages and ensure records are maintained in TRIM in accordance with the *Territory Records Act 2002*.
- 6. Prepare reports for Executive Management Group, Audit and Risk Committee and other committees as required.
- 7. Undertake other duties appropriate to the level, including supporting the broader Governance, Security and Audit team, as required.
- 8. This position does not 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 experience and sound knowledge of high-level strategic policies, plans and frameworks relating to risk management, business continuity and corporate governance
- 2. Demonstrated experience in the review and provision of advice relating to strategic, business level and project/program risk registers; and/or business continuity situation reporting
- 3. High-level communication skills both oral and written, together with coordination, negotiation, liaison and representational skills.

### **Behavioural Capabilities**

- 1. Cultivate productive working relations to achieve individual, team and /or organisational results.
- 2. Contribute to delivering a high standard of customer focused service.

### **Compliance Requirements / Qualifications**

- A qualification in risk management or a recognised management discipline (desirable)

## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Governance and Risk (P66237) 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               | Occasionally |
| General computer use        | Frequently   |
| Extensive keying/data entry | Occasionally |
| Graphical/analytical based  | Occasionally |
| Sitting at a desk           | Frequently   |
| Standing for long periods   | Never        |
| Designated workstation      | Never        |

| STANDARD HOURS                                                                             | FREQUENCY    |
|--------------------------------------------------------------------------------------------|--------------|
| Flexible working hours                                                                     | 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 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                                           | Never     |
| 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     |

| <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                                | 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            |

| <b>OTHER</b>                                 | <b>FREQUENCY</b> |
|----------------------------------------------|------------------|
| Uniform required                             | Never            |
| Personal Protective Equipment (PPE) required | Never            |