POSITION DESCRIPTION

Directorate: Digital Canberra

Division: Corporate Services

Business Unit: Digital Canberra Transition

Position Title: Senior Director, Delivery

Position Number: 72338

Classification: SOGA

Location: Hybrid working arrangements (Gungahlin and work from home)

Last Reviewed: August 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.

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.

DIVISION OVERVIEW

The **Corporate Services Group** provides a range of strategic, organisational, administrative and human resources functions for Digital Canberra. The group encompasses four branches:

- Communications and Engagement
- People and Capability
- Ministerial and Government Services
- Digital Canberra Transition

BUSINESS UNIT OVERVIEW

The Digital Canberra Transition Team is a dedicated, time-limited team established to lead the design and delivery of a transformative, whole-of-organisation initiative: the establishment of a new Digital Directorate for the Territory.

The creation of Digital Canberra consolidated and integrate two existing service areas and progressively incorporate digital delivery teams from all other Directorates and agencies, ultimately establishing a Directorate with a workforce of between 1200-1500 employees responsible for design and delivery of all digital strategy, capability and programs for the ACTPS.

Operating under the leadership of an Executive Branch Manager, the DCBR Transition Team is structured across three capability domains:

- Engagement
- Finance
- Delivery

These roles require a high degree of agility, collaboration, and strategic foresight to navigate complexity and deliver sustainable transformation outcomes within tight timeframes.

POSITION OVERVIEW

The Senior Director Delivery is responsible for leading the Delivery stream of the Digital Canberra Transition.

The role provides direction and oversight for the integration of projects, systems, contracts, governance arrangements and work programs associated with the transition of technology functions across the ACT Public Service.

WHAT YOU WILL DO

Under the general direction of the Executive Branch Manager the Senior Director, Delivery will:

1. Lead the delivery, governance and implementation of complex transition activities associated with the Digital Canberra Transition Program.
2. Provide strategic leadership for work program integration, systems and process alignment, governance, risk management and delivery assurance activities.
3. Develop and maintain integrated delivery plans, reporting and governance arrangements to support executive decision-making and successful program outcomes.
4. Build and maintain productive partnerships across ACT Government, supporting complex negotiations and influencing outcomes across organisational boundaries.
5. Undertake other duties appropriate to this level of classification that contribute to the Directorate.
6. This position does involve direct supervision of staff.

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

1. Experience leading complex programs, organisational transformation or major change initiatives.
2. Demonstrated expertise in governance, risk management, program delivery, performance reporting and organisational reform.

3. Experience developing operating models, service models or future-state organisational designs.
4. High-level strategic, analytical and problem-solving capability.
5. Excellent stakeholder engagement, negotiation and communication skills.

Behavioural Capabilities

1. Thinks strategically and exercises sound judgement.
2. Delivers outcomes in complex and ambiguous environments.
3. Builds productive relationships and influences at senior levels.
4. Leads with integrity, accountability and professionalism.
5. Creates a collaborative, inclusive and high-performing culture.

Compliance Requirements

1. Formal qualifications in Project Management are highly desireable.