



POSITION DESCRIPTION

Directorate: Digital Canberra

Position Number: P40122

Division: Customer, Data and Technology

Classification: Senior Officer Grade A

Branch: Data, AI and Digital Records

Location: Gungahlin, with flexible working arrangements.

Position Title: Senior Director – Data and AI Policy, Governance and Implementation

Last Reviewed: October 2025

Position Requirements: AGSVA NV1 clearance (requires Australian citizenship)

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.

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.

DIVISION OVERVIEW

The Customer, Data and Technology Group enables a modern, digitally empowered ACT Government. By delivering shared services that are efficient, secure, AI-enabled, and customer-focused the group helps ensure that citizens and businesses benefit from responsive, transparent, and innovative public administration.

The group has a wide range of strategy, policy and operational responsibilities across ACT Government including:

- management of Information Communications Technology services,
- service integration and management
- program and project management

- cyber, risk and governance
- strategic asset management
- data and artificial intelligence (AI) including digital records.

BRANCH OVERVIEW

Data, AI and Digital Records Branch (DAIDR) comprises the Data and AI Policy, Strategy and Implementation, Data and AI Services, national Data and AI partnerships, and Digital Records Systems and Strategy teams. The branch provides the ACT Government with direction on digital information management, Artificial Intelligence (AI), and data policy and governance. DAIDR represents the ACT Government on interjurisdictional data and AI forums, manages national and state government data and AI partnerships, and provides high level administration for the Government's Electronic Records Management Systems (EDRMS).

POSITION OVERVIEW

The Senior Director, Data and AI Policy, Governance and Implementation leads data and AI policy, governance and capability uplift across the ACTPS, working collaboratively within the jurisdiction and at national level to drive innovation in adoption, in a very fast paced, high scrutiny environment. Specifically, the Senior Director leads a small policy, strategy and program implementation team and works in partnership with Directorates to develop and deliver whole-of-service programs of work to ensure the safe and appropriately governed roll-out of AI at scale and pace across the ACTPS, supported by strong data functions and capabilities. The Senior Director also supports the Executive Branch Manager to lead the ACT's engagement in interjurisdictional and national data and AI forums and projects.

DUTIES AND RESPONSIBILITIES

- Lead a small policy and program implementation team, setting strategic direction and planning, overseeing day-to-day operations, managing development, and building a culture of trust, performance and innovation, where staff from diverse backgrounds thrive.
- Collaborate across the ACTPS and lead the development and implementation of whole of service strategic roadmaps and programs to mature the ACTPS data and AI governance, management, usage and capabilities.
- Develop and implement a strong monitoring and evaluation approach to these programs, including risk and deliverable management, and benefits mapping and realisation.
- Undertake a key system connector, educator and strategic advisor role, partnering within Digital Canberra, with Directorates or at national level to progress strategic work programs.
- Lead the agenda and work programs for relevant whole-of-Government policy, reform or governance committees, and oversee provision of efficient, high quality secretariat support.
- Represent the ACT at key interjurisdictional and national forums, providing an advocacy role for the ACT's interests, and oversee the preparation of responses to national matters, including review of Commonwealth documents to ensure alignment with ACT standards and direction.
- Prepare and present detailed reports, submissions and strategic papers for senior stakeholders, the Executive or Government, to inform decision-making and provide updates on work programs.
- As a key member of the Branch Leadership Team, support the Executive Branch Manager on any other aspects related to the effective and efficient management of the branch,

including, but not limited to: strategic planning and reporting, risk management, budget and workforce planning and management, priority delivery, and proxy representation at various forums.

- Lead by example, working within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

WHAT YOU REQUIRE

1. Qualifications in business administration or management, economics, public policy, program management, digital transformation or other relevant fields.
2. Demonstrated policy and program management skills and experience establishing and leading central policy and/or program implementation functions in large, complex and decentralised organisations.
3. Demonstrated communication and representational skills, and experience working with executives and other stakeholders including at industry/ national level. Advanced analytical thinking skills and strong judgement to facilitate understanding of complex issues.
4. Demonstrated experience working in, or leading AI or data strategy, governance or adoption, including policy, management, assurance, and roll-out programs. Demonstrated interest in the safe and responsible use and deployment of AI. Broader experience in digital transformation or organisational change in large organisations will be highly regarded.
5. Demonstrated enterprise management skills and experience, including strategic planning, operational oversight, budget and workforce planning and management, priority and deliverable management, and preparation of relevant documentation.
6. Demonstrated people management and leadership, with a track record of setting strategic vision, and developing high performing, engaged and diverse teams.

Compliance Requirements / Qualifications

7. Due to the need to work across Commonwealth data and AI matters, and national projects, this position also requires a national security clearance at the Negative Vetting 1 (NV1) issued by AGSVA. As such, applicants must be Australian citizens.
8. This position does not require a pre-employment medical assessment.
9. This position does not require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would be performed. Please note that the 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	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	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	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	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Occasionally

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

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