



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Division: Corporate

Business Unit: CMTEDD CIO Branch

Position Title: Portfolio Director

Position Requirements: None

Position Number: P10012

Classification: SOGB

Location: 220 London Circuit, Canberra City

Security Clearance Required: No

Last Reviewed: August 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.

CMTEDD is a values-based organisation where all employees are expected to embody the prescribed core ACTPS values of respect, integrity, collaboration, and innovation, and the additional CMTEDD values of reconciliation and leadership for CMTEDD, as well as demonstrate the related signature behaviours.

GROUP OVERVIEW

Corporate provides support to the Directorate in relation to governance framework, corporate policies, compliance and performance reporting, freedom of information coordination, open access implementation, records management, information privacy, digital strategy and transformation, risk and fraud management, internal audit, business continuity and emergency management, Ministerial, Executive and Government business tracking, coordination and reporting, facilities and fleet management, security matters, and environmental sustainability.

BUSINESS UNIT OVERVIEW

What we do

The CMTEDD CIO Branch is responsible for driving CMTEDD digital strategy and vision, as well as identifying opportunities for digital transformation and developing program delivery capabilities across the Directorate. The branch provides oversight and delivery assurance of products and services delivered by providers, including Digital Canberra, DCBR.

Who we are

Led by the Chief Information Officer (CIO), the branch is responsible for establishing and executing cyber assurance and governance, enhancing service delivery through digital transformation, building data-literacy, increasing digital and ICT project management capability, and supporting systems modernisation.

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

Are you looking to be a part of a team that is establishing itself as the change agents within CMTEDD and leading the Digital Transformation and Strategic ICT delivery? A team where you get to describe, challenge, pivot and design your ideas using modern toolkits and resources. Work with data, create BI and analytics dashboards, facilitate ideas using Agile and Lean tools like Lean Canvas, Value stream mappings and M.O.S.T or bring your own.

In CMTEDD CIO Branch (CCB), the Portfolio Director plays a key role in the management team, contributing to the strategic direction of the branch, managing and coordinating day to day operational activities, and contributing to the implementation of investment appraisal and decision-making processes.

This role oversees the development and execution of a collection of programs, projects and related activities that implement and support the strategic digital intent of the directorate. Through establishing and maintaining positive working relationships, the Portfolio Director will collaborate with stakeholders to develop and implement strategy and initiatives to enhance the management of directorate ICT governance, risks, and compliance activities.

The position works closely with delivery partners to monitor digital and ICT initiatives, change programs, and emerging technologies. The role also contributes to the broader digital transformation efforts of CCB, as a service to staff within and across teams and business units.

WHAT YOU WILL DO

The Portfolio Director role will:

- Develop and implement programs, projects, and activities to enhance cyber security, ICT governance, risk management and compliance assurance across the directorate.
- Support the CIO and Deputy CIO with timely and accurate advice and support to deliver on their digital and ICT priorities.

- Promote collaborative work practices, negotiate and manage diverse business relationships to resolve complex issues via constructive communication.
- Operate with a high degree of independence in the execution and adaption of work plans and the determination of priorities.
- Effectively plan, schedule, monitor, and report on activities related to portfolio governance.
- Attention to detail and ability to consistently produce high quality work and reporting.
- Maintain focus and energy in times of change and the ability to pivot rapidly when required.
- Be an effective communicator to represent CCB in key forums, and contribute to WhoG or directorate frameworks, strategies, and policies.

This position involves the 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. Knowledge and experience with the application of Agile and Lean practices to deliver value outcomes for digital and ICT change initiatives with focus on digital and ICT governance, information security, and ICT audit, risks, and compliance programs.

Behavioural Capabilities

2. Advanced written and verbal communication skills, including the ability to identify and target communications to audiences, influence stakeholders and develop reports and artefacts.
3. Well-developed stakeholder engagement skills, including the ability to develop and maintain productive and collaborative working relationships with both internal and external stakeholders.
4. Strong leadership, planning and organisational skills with a high degree of initiative and drive to effectively operate in a demanding and changing environment and manage multiple priorities to meet competing deadlines across the team.

Compliance Requirements / Qualifications

- Qualification, or experience in ICT and digital streams, project management, risk management, cyber security, or data management is highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Portfolio Director 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	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Never
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	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	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
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