



POSITION DESCRIPTION

Directorate: Digital Canberra

Division: Corporate Services Group

Business Unit: Ministerial and Government Services

Position Title: Director, Government Business and Intergovernmental Relations

Position Requirements: n/a

Position Number: P70298

Classification: SOGB

Location: Hybrid working arrangements (220LC, Winyu, Bowes St 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 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. These include:

- Ministerial and Government Services;
- Communications and Engagement; and
- People and Capability.

BUSINESS UNIT OVERVIEW

Ministerial and Government Services (MAGS) is responsible for establishing and maintaining effective government business, accountability and information governance frameworks across

Digital Canberra. The Branch coordinates ministerial, Cabinet, Legislative Assembly and committee business, provides strategic government business advice to executives, and leads the directorate's intergovernmental relations functions. MAGS is also responsible for the management of Freedom of Information (FOI), Open Access Information Scheme and privacy obligations, coordination of whole-of-government reporting, and the development and maintenance of related policies, guidance, governance frameworks and business processes. The Branch works closely with Ministerial Offices, central agencies and directorates across government to support the delivery of Digital Canberra's priorities and statutory obligations.

POSITION OVERVIEW

The Director, Government Business and Intergovernmental Relations is responsible for coordinating key government business functions on behalf of Digital Canberra, including ministerial and executive briefing processes, whole-of-government reporting, intergovernmental relations and privacy obligations. The position provides strategic and operational advice to executives and business areas, supports engagement across ACT Government and with other jurisdictions, and contributes to the effective management of government priorities, commitments and accountability requirements.

The Director, in partnership with the Senior Director, Government Business and Intergovernmental Relations, works closely with central agencies, executives and stakeholders across government to coordinate complex and sensitive matters, provide sound advice, and deliver outcomes within often competing priorities and tight timeframes.

WHAT YOU WILL DO

1. Provide strategic and operational advice to executives and business areas on government business, intergovernmental relations, privacy and related governance matters.
2. Coordinate the preparation and quality assurance of complex and sensitive ministerial, executive, Cabinet, Legislative Assembly and corporate reporting material, ensuring compliance with relevant requirements and timeframes.
3. Develop and maintain productive working relationships with Ministerial Offices, Directorate executives, central agencies and other stakeholders across government and other jurisdictions.
4. Monitor emerging issues, risks and priorities relevant to Digital Canberra and Director-General and provide timely advice and recommendations.
5. Coordinate the Directorate's intergovernmental relations activities, including support for Ministerial Councils, senior officials' groups and other cross-jurisdictional forums.
6. Develop and maintain policies, procedures, guidance materials and governance frameworks relating to government business and privacy responsibilities.
7. Promote effective government business and MAGS practices and contribute to capability development across the Directorate in areas relevant to the Government Business and Intergovernmental Relations function.
8. Work collaboratively across the branch and directorate, contributing to a positive workplace culture and continuous improvement of business processes and services.
9. This position may involve the 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, and represents the selection criteria for the position.

Professional / Technical Skills and Knowledge

1. Demonstrated experience delivering government business functions, including the provision of advice on ministerial, Cabinet, legislative, intergovernmental relations, privacy, Freedom of Information or related accountability obligations.
2. Highly developed written and verbal communication skills, including the ability to prepare, review and quality assure complex, sensitive and influential briefing material, correspondence and reports for executive and ministerial audiences.
3. Demonstrated high-level conceptual, analytical and problem-solving skills, with the ability to synthesise complex and interrelated information, identify strategic implications, and exercise sound judgement in developing evidence-based solutions.

Behavioural Capabilities

4. Demonstrated ability to build and maintain productive working relationships with Ministerial Offices, executives, central agencies and other stakeholders, and to negotiate and influence outcomes in a collaborative manner.
5. Demonstrated ability to exercise sound judgement, manage competing priorities and deliver high-quality outcomes within complex and often inflexible timeframes.
6. Demonstrated ability to contribute to a positive team culture, support staff development and implement improvements to business processes, governance frameworks and service delivery outcomes.

Compliance Requirements

The following are desirable requirements for the position:

1. Current Baseline security clearance issued by the Australian Government Security Vetting Agency (AGSVA) or ability to obtain and hold an AGSVA Baseline security clearance.
2. A tertiary qualification in public administration, economics, business or a related discipline.

The following are not requirements for the position:

1. This position does not require a pre-employment medical.
2. 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 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	Frequently

Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Access to Accrued Days Off (ADOs)	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	Occasionally

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	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	Occasionally
Exposure to potentially distressing case material	Occasionally

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