



POSITION DESCRIPTION

Directorate: Digital Canberra

Position Number: P71271

Division: Planning, Design and Digital

Classification: Senior Officer Grade B

Business Unit: Major Programs

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

Position Title: Director - Governance, Risk and Compliance

Last Reviewed: 26 May 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

Planning, Design and Digital Group plays an important strategic role in realising the ACT Government's vision to transform Canberra into a genuinely connected city.

The group manages the Government's technology investment framework and pipeline, undertakes research and analysis to develop digital policy, provides business analysis and ICT architecture and design services for key Government ICT initiatives. As part of this work, the group is responsible for planning and delivering major ACT Government ICT programs and ensuring good project governance through an Enterprise Portfolio Management Office (EPMO) as well as driving the digital transformation of ACT services by implementing digital identity solutions that empower our community to access services online, anytime.

BUSINESS UNIT OVERVIEW

The **Major Programs Branch** leads large-scale government initiatives to modernise technology to enhance life quality for Canberrans and improves ACT Government operations. We work collaboratively and flexibly across the ACT Public Service. The branch brings together multidisciplinary teams of people with diverse perspectives, skills, and expertise who anticipate and plan for hurdles, seize opportunities and respond to challenges with a one-government mindset, with flexibility and speed while managing risks.

POSITION OVERVIEW

The role operates within a major transformation program focused on establishing whole of government ICT capability to enable the ACT Government. The Director will play a critical role in driving successful delivery of objectives for the **Payroll Capability and HR Management Program (PC-HRM)**. The program is a true, people, process and technology program with a significant focus on process and people for this role.

Reporting to the Senior Director, Director - Governance, Risk and Compliance (GRC), will play a critical role in aligning the priorities of the directorate and the broader program by ensuring effective governance, program assurance, risk management, and compliance activities. This position collaborates with multidisciplinary teams and stakeholders across the program and branch, ensuring effective governance, risk management and compliance for the program. The Director drives and shapes the program's governance and support functions that facilitate strong decision-making, minimises risks, ensures compliance, embeds continuous improvement and contributes to a robust culture of integrity and risk management.

In consultation with the Executive Branch Manager and Program Manager, the Director will lead the development, maintenance, and support of program governance, risk management and assurance frameworks including coordinating reviews, undertaking regular program risk reviews with the program delivery team (and identified partners), co-ordinating the governance secretariat function, maintaining the risk control environment and providing integrated reporting to the management team, including Program Manager, Senior Executive Team and key Governance Committees.

This position reports directly to the Senior Director, Major Programs.

WHAT YOU WILL DO

1. Work within a complex government organisation and with external vendors to lead the governance, risk management and compliance functions across a large and complex program.
2. Develop and manage the deliverable review and acceptance process to ensure ongoing quality assurance and drive continuous improvements and initiatives that strengthen program outcomes and build stronger systems of assurance and oversight across a large, complex environment.
3. Analyse large volumes of data to identify trends, insights and emerging risks and work with the program manager to develop clear plans to mitigate and control these risks.

4. Translate your analysis and insights into clear deliverables by effectively and appropriately communicating with senior leaders and reporting on the risk and governance landscape in a clear and concise manner.
5. Advise the program manager of governance, risks or issue concerns that may impact the programs' ability to complete the critical pathway.
6. Generate performance indicators on the effectiveness of the program in regard to governance, risk and compliance.
7. Produce status updates, monthly reports and charts on the programs progress and performance against the integrated schedule.
8. Establish and maintain stakeholder relationships and drive cross team collaboration to support program activities.

WHAT YOU REQUIRE

The following skills, knowledge and capabilities form the selection criteria that are required to perform the duties and responsibilities of the role. These should be taken in context to the *What will you do* section of this Position Description.

Professional / Technical Skills and Knowledge

1. Over 5 years of experience leading the Project Management Office within large transformation programs.
2. Demonstrated expertise in developing and managing project schedules and dependencies, utilising tools for governance, risk, and compliance management.
3. Extensive experience in establishing and leading the "front-door" processes for project governance, deliverable review, risk identification, and compliance activities.
4. Demonstrated strong problem-solving and critical-thinking skills and the ability to provide evidence-based recommendations and advice
5. Excellent communication and stakeholder engagement abilities.

Behavioural Capabilities

1. Proven ability to deliver governance and compliance activities effectively, supporting projects and programs to achieve optimal outcomes.
1. Ability to establish and maintain effective and diverse strategic partnerships, including with business and technical stakeholders, through collaboration, engagement, responsiveness, and influence.
2. Demonstrated ability to analyse, assess information and solve problems effectively.
3. Flexibility in navigating changing circumstances and managing multiple priorities in a fast-paced and constantly changing environment.
4. Demonstrate a commitment to work, health and safety and displays behaviours consistent with the ACT Public Service Values and Signature Behaviours.

Compliance Requirements / Qualifications

5. Tertiary level qualifications and/or certification (or working towards) in Project Management are desirable. These include one or more of: Diploma of Project Management, PRINCE2 Foundations, PRINCE2 Agile Foundations.
6. Relevant tertiary qualification or certification in project management, governance, or Managing Successful Programmes is highly desirable.

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 (WWVP) check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director, GRC 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	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
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 (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	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
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