



ACT
Government

Chief Minister, Treasury and
Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and
Economic Development

Branch: CMTEDD CIO Branch

Position Title: Deputy Chief Information
Officer

Position Number: P40212

Classification: SOGA

Location: Canberra City

Last Reviewed: June 2026

WHAT THE DIRECTORATE DOES

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 outcomes, as well as identifying opportunities for digital transformation and developing program delivery capability across the Directorate. The branch provides oversight and delivery assurance of products and services delivered by providers, including Digital, Data and Technology Solutions, DDTS.

Who we are

CMTEDD CIO branch is a small but growing team of Digital leaders who are championing the transformation of Digital and ICT services within CMTEDD. Led by the Chief Information Officer (CIO), the team is enhancing service delivery through digital transformation, building digital 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

Supporting the Chief Information Officer (CIO), the Deputy Chief Information Officer (Deputy CIO) provides leadership and guidance in managing business operations to improve cost effectiveness, service quality, and IT operational effectiveness. The Deputy CIO provides leadership, direction, and support at the Directorate, Group, Branch, and business unit level with broad-reaching impact. In conjunction with the CIO, in this role the Deputy CIO will analyse sociological and technological trends and advancement in areas of specialisation as well as plan for the long-term direction of IT within the organisation.

The Deputy CIO acts on behalf of the CIO as assigned by the CIO or in the absence of the CIO, as the principal IT officer on executive decisions and executive level committees.

WHAT YOU WILL DO

The role involves:

- Assisting the CIO in leading overall digital and information technology strategic planning with a view to maximising the value derived from the Directorates digital and ICT investments.
- Leading the development and implementation of best practice fit-for-purpose standards in design, architecture, and operations of all aspects of customer-centric, service-oriented digital and ICT technology delivery.
- Assisting the CIO in service delivery management.

- Identifying and implementing opportunities for digital transformation across the directorate.
- Engaging with internal and external stakeholders and providing professional expertise as a trusted advisor.
- Providing oversight and delivery assurance of providers (including Digital Canberra as a supplier to the directorate).
- Represent the CIO as the principal executive responsible for ICT as required.
- Miscellaneous job-related duties as assigned.

This position may involve direct supervision of staff.

SELECTION CRITERIA

The following capabilities form the selection criteria that applicants will be assessed against. Please refer to the Job Advertisement for instructions on how to apply.

- Communication skills of a high order and experience engaging with senior stakeholders.
- Ability to operate with considerable autonomy and show self-motivation.
- Expertise in technology and change management.
- Demonstrated leadership and agility within a fast-paced diverse environment.

Other Relevant Qualifications and Experience:

- Formal qualifications in business administration and / or Information Technology would be highly regarded.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Deputy CIO(P40212) and indicates how frequently each of these requirements would be performed. Please note that CMTEDD 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	Occasionally
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Occasionally

STANDARD HOURS	FREQUENCY
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	Frequently
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	Occasionally
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	Frequently
Frequent travel – driving	Occasionally
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