



POSITION DESCRIPTION

Directorate: Digital Canberra

Division: Corporate Services Group

Business Unit: Ministerial and Government Services

Position Title: Senior Director, Government Business and Intergovernmental Relations

Position Requirements: n/a

Position Number: P70297

Classification: SOGA

Location: Hybrid working arrangements (220LC, Winyu and work from home)

Last Reviewed: April 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 the primary liaison point for all coordination activities across Digital Canberra. It is responsible for the management and coordination of

information and advice for the Minister, Director-General and executive. MAGS ensures all advice is provided to a high standard and in a timely manner. MAGS is responsible for managing Cabinet and Assembly business, including Cabinet Submissions, Question Time Briefs and Questions on Notice. Other key activities include divisional, directorate and whole-of-government reporting, coordinating intergovernmental relations responsibilities, managing Digital Canberra's Open Access Information Scheme responsibilities including managing and responding to Freedom of Information (FOI) requests, and policy management and guidance.

POSITION OVERVIEW

The Government Business and Intergovernmental Relations Team is responsible for leading government business responsibilities on behalf of the directorate in collaboration with other corporate and policy teams. This includes intergovernmental relations responsibilities, privacy management, Open Access and Freedom of Information, and related policy management guidance. The Senior Director is responsible for providing a high level of client service while managing and providing leadership on these functions, and supporting direct communications and policy advice between the directorate, across all directorates and agencies and other levels of government.

The Senior Director liaises with various senior stakeholders across the ACT Government, while maintaining a high level of confidentiality and discretion, responding efficiently to business needs within tight timeframes.

WHAT YOU WILL DO

1. Lead the provision of exceptional client services by developing and fostering effective working relationships with all stakeholders within the directorate and across other agencies, including Minister's Office, Cabinet Office and Statutory Office Holders.
2. Manage and coordinate the smooth functioning of the directorate's government business processes with a focus on intergovernmental committees (Ministerial Councils and senior officials' groups), and cross-directorate or intra-governmental committees as required.
3. Manage the directorate's Open Access Information Scheme responsibilities including end-to-end FOI processes under the *Freedom of Information Act 2016* and *Territory Records Act 2002*, providing advice and support to decision makers on the release of documents and information.
4. Manage the provision of strategic and procedural policy advice and support to directorate staff and executives on government business, intergovernmental relations, and open access / FOI matters.
5. Exercise sound people management skills, effective work program planning, and implement new client services and strategies under a business improvement agenda.
6. Maintain a high level of confidentiality and discretion while responding efficiently to business needs and adhering to tight timeframes.
7. Support capability uplift across the directorate in the areas of subject matter expertise for the Government Business and Intergovernmental Relations Team and MAGS more broadly.

This position involves 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 in effectively liaising and negotiating with senior internal and external stakeholders, including Ministerial and executive staff. This includes an advanced ability to establish and maintain effective working relationships through collaboration, engagement and responsiveness.
2. Proven ability to establish priorities, exercise initiative, add value, and manage resourcing capacity to deliver a multifaceted program of work ensuring delivery to tight, and often inflexible timeframes.
3. Recent extensive professional experience in a senior leadership role in a ministerial and government business function, including an understanding of *Freedom of Information Act 2016* and *Territory Records Act 2002*.

Behavioural Capabilities

1. Strong leadership and people management expertise in delivering agreed strategic business outcomes and solutions by taking initiative, managing resources and setting clear direction. This includes empowering staff and driving high performance through accountability and positive team culture, as well as the ability to manage upwards to meet executive expectations.
2. Advanced ability to present verbal and written communication in a well-structured and logical way and to persuasively influence outcomes with evidence and justification to support a position.
3. Advanced conceptual analytical skills, particularly the ability to understand how issues integrate and to make rational judgements from available information, taking an innovative and holistic approach to service design and delivery for improved outcomes.
4. Adaptability to changing circumstances and multiple priorities and demands, and resilience while managing a constantly changing, complex and diverse environment.

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