ACT Government
Health and Community Services

POSITION DESCRIPTION

Directorate: Health and Community Services

Division: Finance and Assurance

Business Unit: Governance, Assurance and Risk

Position Title: Assistant Director, Governance, Assurance and Risk

Position Number: P32530

Classification: Senior Officer Grade C (SOGC)

Location: Hybrid/Canberra City/ Woden

Last Reviewed: September 2026

DIRECTORATE OVERVIEW

The Health and Community Services Directorate (HCSD) delivers a broad range of health and human services to support the wellbeing of the ACT Community and ensures our public health system meets the community's needs, now and into the future. HCSD provides strategic leadership on policy and population health direction for the ACT health system, ensuring services are innovative, effective, and responsive to community needs.

Alongside health strategy, HCSD is responsible for a range of human services including multicultural affairs, services for older people, housing, women's initiatives, family and domestic violence and homelessness services, and support for children, youth, and families. The Directorate also leads community disaster recovery and Aboriginal and Torres Strait Islander engagement.

HCSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, people with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

DIVISION OVERVIEW

The Finance and Assurance Division is responsible for the provision of advice and support services to the Health and Community Services Directorate, Senior Executives and the Office of the Minister. On a day-to-day basis, the division is responsible for Finance, Governance, and Procurement and Sector Funding.

BUSINESS UNIT OVERVIEW

The Governance, Assurance and Risk Branch is responsible for the oversight and management of key governance and assurance processes, including the internal audit and assurance program, support to the Senior Executive Responsible for Business Integrity and Risk (SERBIR), corporate planning and reporting, the Directorate's risk management framework, business continuity framework and protective security framework. The Branch is also responsible for overseeing legal risk management, including overseeing and coordinating administration of legal matters, including claims management in Children, Youth and Families, requests for legal advice and responding to subpoenas.

POSITION OVERVIEW

The Governance and Reporting team, in the Governance, Assurance and Risk Branch, sets direction for strategic planning and implementation of our internal governance and for cross-directorate initiatives. The team support areas to deliver good governance outcomes, improve our overall strategic alignment across the directorate and maintain best practice with whole-of-government policy settings.

You will work with the team to provide strategic advice on performance reporting. This will require you to develop strategies, review workflows and frameworks, and prepare briefings and high-level correspondence. Under general direction, the position will also be required to undertake other duties contributing to the operation of the Governance, Assurance and Risk Branch, with a focus on teamwork and high-quality customer service.

You may also supervise and mentor more junior officers as they develop their expertise.

WHAT YOU WILL DO

Under broad direction and with a high degree of independence, you will apply your excellent strategic and project delivery practices to:

- Manage and coordinate the review, development, consultation and implementation of governance-related strategic policy and procedures and provide expert advice and assistance to business areas.
- Manage planning and delivery of projects and reports to support strategic business needs.
- Coordinate and undertake the preparation of project documents, policies and frameworks, executive or Ministerial briefings and other Government business.
- Prepare reports, including using PowerBI, for senior executives, internal governance committees and the Audit and Risk Management Committee as required.
- Maintain content on staff intranet pages and ensure records are maintained in records management systems in accordance with the *Territory Records Act 2002*.
- Apply continuous learning and sharing of knowledge through research, critical analysis and engagement with other staff.
- Develop and maintain productive working relationships with colleagues across government and the non-government sector.
- Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety principles.
- Undertake other duties appropriate to this level of classification that contribute to the Directorate achieve priority outcomes.
- This position may involve direct supervision of personnel.

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. Strong communication with experience preparing high-quality and timely strategic policy outputs and advice including briefings, reports, and other high-level government documents.
2. High-quality project management skills, practices and principles to ensure the effective planning and delivery of outputs.
3. An understanding of, and professional interest in governance and performance reporting models and practices in the public sector.
4. An understanding of how to use data and information from a variety of sources to support evidence-based decisions and advice, including developing and reporting against performance and outcomes frameworks.

Behavioural Capabilities

5. Demonstrated ability to lead the work of a small team that operates in a complex and dynamic environment with minimal supervision and within tight timeframes.
6. Demonstrated initiative, including the ability to establish and respond to emerging priorities, and manage competing deadlines for self and others.
7. Facilitate greater understanding, respect and trust within and between teams. Demonstrated ability to build and sustain collaborative relationships with internal and external stakeholders and clients to influence and achieve results.

Compliance Requirements / Qualifications

- Demonstrated experience in corporate or strategic reporting is desired but not essential.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of 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	Never
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
Peaks and troughs	Frequently
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)	Frequently
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	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Occasionally
Push/pull	Occasionally
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
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally