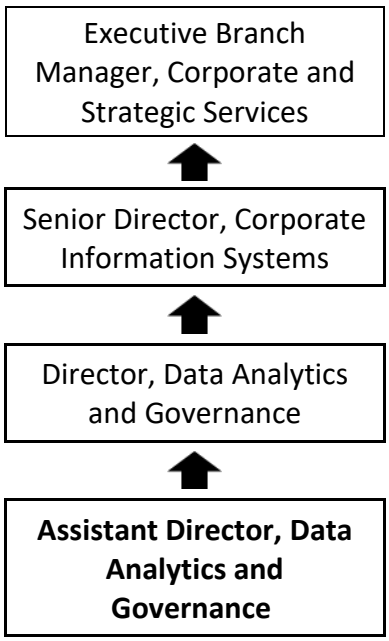
ACT Courts and Tribunal

POSITION DESCRIPTON

Directorate	Justice and Community Safety
Business Unit	ACT Courts and Tribunal
Branch	Corporate and Strategic Services
Section	Corporate Information Systems
Position Title	Assistant Director, Data Analytics and Governance
Position Number	P44134
Classification	Senior Officer Grade C
Location	Canberra City
Last Reviewed	October 2026

Reporting Relationships



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 as demonstrate the related signature behaviours.

The ACTPS supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

The ACTPS is committed to the principles of Reasonable Adjustment to ensure everyone has equitable employment opportunities.

DIRECTORATE OVERVIEW

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient and inclusive community.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and supports a democratic society
- Strengthens community safety;
- Protects people's legal and human rights and interests;
- Cares for and supporting people who are at a higher risk of vulnerability;

- Enhances timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Supports formal partnerships and shared decision making with First Nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.

The Directorate advises and supports the following ministerial portfolios:

- Chief Minister
- Attorney-General
- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-Time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women
- Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

BUSINESS UNIT OVERVIEW

The ACT Courts and Tribunal (**ACTCT**) supports the proper administration of justice by providing high quality support to judicial officers and tribunal members and high-quality services to those using the courts and tribunal. It provides the Supreme Court, Magistrates Court and ACT Civil and Administrative Tribunal (**ACAT**) with registry, court support, forensic, corporate and strategic services.

The ACTCT is led by the Chief Executive Officer (CEO) appointed under the *Court Procedures Act 2004* and has the following branches:

- Executive
- Registrar's Office Supreme Court which includes Supreme Court Registry Operations and Sheriff's Office
- Registrar's Office Magistrates Court which includes Magistrates Court Registry Operations and the Forensic Medicine Centre
- Registrar's Office ACAT which includes ACAT Registry Operations
- Corporate and Strategic Services.

NOTE: The nature of the organisation is such that staff may be exposed to occupational violence, vicarious trauma, sensitive material or information that may be confronting and culturally sensitive. ACTCT provides support services and training to assist staff in being culturally aware, resilient and safe in the workplace.

BRANCH OVERVIEW

The Corporate and Strategic Services branch is responsible for delivering a range of corporate and strategic services that support the operations of each Court and ACAT.

Corporate and Strategic Services consists of the following areas:

- Corporate Information Systems
- Finance
- People and Governance
- Property and Procurement
- Therapeutic and Client Services

Corporate Information Systems:

The Corporate Information Systems (CIS) team provides strategic and operational support across ACT Courts and Tribunal (ACTCT) in the following key domains:

- Digital solutions, project delivery, and digital transformation
- Cybersecurity and information security management
- Data analytics, governance, insights, and planning
- Library and information services

In addition to these core functions, the CIS team offers expert advice on enterprise architecture and digital strategy, enabling the successful delivery of technology-driven initiatives across the organisation.

POSITION OVERVIEW

The Data Analytics and Governance team is responsible for the design, development, maintenance, and continuous improvement of ACTCT's data, analytics, reporting, planning, and governance capabilities. The team delivers these solutions to support strategic planning, meet internal and external reporting requirements, and ensure high standards of data quality, integrity, and compliance.

The **Assistant Director, Data Analytics and Governance** is responsible for leading the delivery of data analytics and governance initiatives that support ACTCT's strategic objectives. This includes oversight of the Enterprise Data Warehouse (EDW), data analytics solutions and platforms, and data governance frameworks.

This role is required to:

- Lead the design and delivery of secure, scalable data analytics solutions and platforms.
- Apply expert technical, project management, and stakeholder engagement skills to deliver fit-for-purpose data analytics and governance initiatives.
- Develop and implement data governance policies and practices to improve data quality, accessibility, and compliance, including alignment with ACT Protective Security Framework (ACT PSF).
- Collaborate with internal clients to understand data needs, negotiate priorities, and build strong working relationships.

- Support strategic planning, business case development, and procurement activities.

Flexible Working/Hybrid Options: Opportunities for flexible working options could include hybrid working, being a combination of working from home, designated office based and FlexiSpace working locations across the ACT and flexible start and finish times.

WHAT YOU WILL DO

Under the general direction of Director, Data Analytics and Governance, the **Assistant Director, Data Analytics and Governance** will:

1. Design, manage, and continuously improve ACTCT's data analytics, reporting, planning, and governance operations and solutions, including the Enterprise Data Warehouse (EDW), ensuring alignment with internal priorities and external obligations.
2. Manage the development and delivery of critical internal and external reporting, such as the Report on Government Services (RoGS) and the ABS Criminal dataset, ensuring accuracy, timeliness, and adherence to standards.
3. Proactively identify and address data analytics and governance gaps to enhance data-driven decision-making and strategic planning across all levels of the organisation.
4. Lead, execute and manage data analytics and governance projects from end to end to deliver high-quality results on time, within resource constraints, and with high level of stakeholder satisfaction.
5. Design, develop and maintain robust, appropriate, and highly efficient data pipelines, analytics and planning tools, and data governance processes in a cross-platform environment, following industry best practices and inhouse standards.
6. Build, maintain and leverage strong and positive business relationships with stakeholders and influence the outcomes of cross-functional initiatives involving data, analytics, and governance within complex organisation structures.
7. Promote and implement data governance frameworks, including data stewardship, metadata management, data sharing, and release protocols, in line with ACTCT policies and the ACT Protective Security Framework (ACT PSF).
8. Support strategic planning and performance monitoring by providing timely, accurate, and actionable data insights and governance advice.
9. Fulfil on-demand data requests by understanding business requirements, liaising with various stakeholders, and producing required deliverables within required timeframe.
10. Represent ACTCT in cross-agency forums and committee as required.
11. Perform other reasonable duties to meet ACTCT's ongoing needs.
12. This position **does not** involve direct supervision of staff.

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. Demonstrated skills, knowledge and experience in managing, executing, and delivering data, analytics and governance projects from end to end successfully using a variety of professional tools, achieving agreed outcomes within defined timeframes and budgets and in alignment with ACT PSF requirements.
2. Proven strong conceptual, analytical, organisational, and problem-solving skills, and excellent attention to details.
3. Excellent interpersonal, communication and presentation skills, including the ability to engage, negotiate and communicate at all levels to influence outcomes.

Behavioural Capabilities

1. Demonstrated ability to deliver and operate in a complex and dynamic environment with resilience and limited supervision, and work under pressure and tight timeframes.
2. Demonstrated excellent interpersonal, communication and consultation skills and proven ability to develop and maintain effective working relationships with a wide range of internal and external stakeholders.
3. Demonstrated ability to consistently display commitment to high quality customer service principles and practices, as well as an understanding and commitment to ACTPS values and behaviours.

Compliance Requirements/Qualifications

1. Tertiary qualifications in data analytics, data science, information technology, business information systems, or a related discipline are highly desirable.
2. Advanced technical expertise in enterprise data analytics platforms and technologies such as SQL, Microsoft SSIS/SSAS/SSRS, Power BI, IBM Cognos Analytics, Python/R, or equivalent technologies is desirable. Experience applying security controls in accordance with the ACT Protective Security Framework (ACT PSF) is advantageous.
3. To be eligible for permanent or temporary employment within the ACT Public Service (ACTPS) you must be an Australian citizen, a permanent resident or hold a valid work visa.
4. If an officer no longer holds a visa that permits them to work in Australia, their employment with the ACT Public Service (ACTPS) will be terminated.
5. The successful candidate will be required to undergo a National Criminal History check.
6. This position **does not** require a Working with Vulnerable People Check.
7. This position **does not** require a pre-employment medical.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of **Assistant Director, Data Analytics and Governance (P44134)** 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	Frequently
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Never

STANDARD HOURS	**FREQUENCY**
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Never
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	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)	Never
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	**FREQUENCY**
Distance walking (large buildings or inter-building transit)	Never
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	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
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	Never
Exposure to potentially distressing case material	Occasionally

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