POSITION DESCRIPTION

Organisation:	ACT Long Service Leave Authority (ACT Leave)	**Position number:**	P72605
Business unit:	Governance, Legal and Enforcement	**Classification:**	Senior Officer Grade C
Position title:	Assistant Director, Governance	**Location:**	Bruce ACT
		Last reviewed:	October 2026

Who we are

The Long Service Leave Authority (ACT Leave) is a Statutory Authority of the ACT Government responsible for the administration of portable long service leave benefit schemes for covered industries within the ACT.

Our vision is to make portable long service leave universally understood and recognised as an important and accepted part of the employment landscape. Our activities are determined by the *Long Service Leave (Portable Schemes) Act 2009*, and we are governed by a Board of Directors appointed under the legislation. ACT Leave is led by the Chief Executive Officer and Registrar, supported by an Executive Team.

ACT Leave provides staff with flexible working arrangements and access to a range of roles and professional development and training opportunities tailored to their career goals and ambitions. Our values: Responsive, Reliable, Approachable, Transparent, and Informative, are at the core of our organisation. We display these values in everything we do, to deliver quality customer service outcomes, exhibit teamwork, be proactive and willing to continuously improve, be outcome focused, accountable for our actions and promote and maintain public confidence in our work.

For more information about ACT Leave, visit our website https://actleave.act.gov.au/

About your team

The Governance, Legal and Enforcement Team is responsible for delivering ACT Leave's governance, legal, risk, assurance and enforcement functions. The team plays a central role in fostering a culture and building the capability to ensure the organisation meets its legislative, enforcement and strategic priorities. The team works closely with the Chief Executive Officer, Board and the broader ACT Leave Executive Team, operating as a trusted, enabling function across the organisation.

Your contribution

Reporting to the Senior Director, Governance and Deputy Registrar, the Assistant Director, Governance leads ACT Leave's governance framework, Board support function and risk and assurance oversight. The Assistant Director, Governance plays a vital role in managing and supporting a diverse range of core governance functions across the organisation and operates with a high degree of autonomy on governance, risk and assurance matters.

This role also supports the Senior Director, Governance and Deputy Registrar in the exercise of statutory functions under the *Long Service Leave (Portable Schemes) Act 2009*.

Governing Board support

- A trusted governance advisor to the Chief Executive Officer, Executive Team and business units, providing expert, timely advice on governance frameworks, obligations and best practice.

- Lead the design and implementation of ACT Leave's governance framework and relevant policies, maintaining corporate records, statutory registers, and governance documentation.
- Coordinate the Board and Board Committee meeting cycle including agendas, papers, minutes and action registers, supporting Board performance, induction and capability development.
- Coordinate the Audit and Risk Committee meeting cycle including agendas, papers, minutes and action registers, supporting Committee performance, induction and capability development.

Risk, Audit and Assurance

- Oversee the development and ongoing management of ACT Leave's risk management framework, including risk appetite, risk registers and risk reporting, supported by the Manager, Risk and Assurance.
- Support the Head of Internal Audit in development and implementation of the internal audit program including maintaining a positive relationship with the Audit and Risk Committee, and internal audit providers, as well as management of the tracking of internal audit recommendations.
- Lead and execute any assurance activities including but not limited to; risk workshops, internal audits, quality assurance reviews or investigations to ensure business areas are compliant with legislation, governance frameworks and policies.
- Support ACT Leave's fraud and integrity frameworks including risk assessments, prevention activities, and the administrative management of integrity issues.
- Manage ACT Leave’s conflict of interest policy and register while providing expert advice to ensure compliance and ethical standards are being met

Governance and Statutory support

- Manage and coordinate the team’s mailbox and communication channels
- Manage and coordinate information access (freedom of information) and privacy requirements under relevant legislation and governing frameworks while proactively managing organisational risk and reputation.
- Coordinate and provide guidance on privacy, and legal risk affecting ACT Leave's functions, obligations and decisions, noting this role does not carry responsibility for the provision of legal advice.
- Monitor the legislative landscape for emerging governance requirements and advise leadership on implications and required responses.
- Ensure regulatory and reporting obligations to the responsible Minister, ACT Legislative Assembly and ACT Government Directorates are met on time and to a high standard.
- Support the Senior Director, Governance and Deputy Registrar in the exercise of statutory functions.
- Maintain ACT Leave’s delegation registers ensuring instruments of delegation remain current and compliant
- Undertake other duties appropriate to this level of classification that contribute to ACT Leave’s strategic and operational objectives.

Capability building and organisational leadership

- Contribute to whole-of-organisation decision-making, strategic planning and the development of ACT Leave's Strategic Plan.
- Establish and lead ACT Leave's governance and risk and assurance capability including designing the functions, recruiting and developing staff and building organisational awareness in these areas.

- Embed a practical, enabling culture across governance and risk functions ensuring they are seen as business partners, not gatekeepers and foster a culture of compliance and ethical conduct across ACT Leave through training and guidance to staff and leaders.
- Uphold and support public service values, including the ACT Public Sector Code of Conduct, and demonstrate commitment to fostering respectful, equitable, diverse, inclusive and culturally safe workplaces, and workplace health and safety principles and practices.

This position may involve direct supervision of personnel

Our ideal candidate

Professional / technical skills and knowledge

1. Demonstrated senior-level experience leading governance, risk, regulatory or legal coordination functions including designing operational frameworks, establishing new functions and building capability.
2. An understanding of Australian administrative law, statutory interpretation and the accountability frameworks applicable to ACT Government entities, or the confidence to master them quickly.
3. Strong understanding of governance frameworks, Board support practices and risk management and assurance methodologies.
4. Excellent written and verbal communication skills, excellent attention to detail, including the ability to translate complex governance and risk matters into plain language for Boards, Ministers and non-specialist audiences.
5. Demonstrated ability to influence with authority, build trusted relationships across an organisation and with a Board, and foster a positive, high-performance team culture.

Behavioural capabilities

This role requires capabilities consistent with the Manager/Expert/Specialist level in the ACT Public Service Shared Capability Framework and the expectations of a senior leader operating in a small, high-accountable organisation. The following capabilities are essential to success in the role:

Capability	What this looks like in this role
Service Alignment (Service Delivery)	Designs and delivers governance and risk frameworks aligned to ACT Leave's legislative obligations and ACT Government priorities, demonstrating a clear understanding of the broader policy and regulatory environment.
Achieves Results with Integrity (Achieves Results with Integrity)	Establishes clear goals and performance expectations for the governance and risk team, models ethical work practices, manages potential conflicts of interest and integrity issues proactively and maintains the highest standards of personal and professional conduct.
Community/Stakeholder Relationships (Teamwork)	Ensures the Chief Executive Officer, Board, Executive Team and stakeholders are at the centre of governance and risk plans and decisions, builds trusted advisor relationships across the organisation and designs systems and processes that are accessible and responsive to stakeholder needs.
An Agile and Responsive Workforce (Thinking and Innovating)	Shapes a working environment where staff feel free to challenge the status quo, develops innovative governance and risk practices and drives transformational change in building ACT Leave's governance capability.

Capability	What this looks like in this role
Leadership (Leadership)	Takes responsibility for outcomes, follows through on commitments, maintains focus and energy during periods of change and uncertainty, generously shares knowledge and expertise to build collective capability and acts promptly and constructively when workplace issues arise.

Qualifications and other requirements

Preferred

- Tertiary qualifications in law, governance, public administration, or related discipline.
- Demonstrated experience (typically 3 or more years) in a governance, risk or regulatory role with demonstrated capability across multiple domains relevant to this position.
- Experience supporting a Board or governing body in a governance or company secretary capacity.

Highly desirable

- Experience in a statutory authority, regulatory body or small government agency with significant legislative remit.
- Postgraduate qualifications in governance, risk management or a related discipline (for example, the Graduate Diploma in Applied Corporate Governance through the Governance Institute of Australia), or a professional accreditation such as a Graduate member of the Australian Institute of Company Directors.
- Experience instructing and managing external legal counsel, or working closely with a legal function, ensuring advice is cost-effective and aligned with strategic priorities.

Work environment description

The following work environment description outlines the inherent requirements of the role of Assistant Director, Governance (Position Number: P72605 and indicates how frequently each of these requirements would be performed. Please note that ACT Leave 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	Occasionally
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Frequently

Standard hours	Frequency
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
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	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)	Never
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	Never
Sequential repetitive movements in a short amount of time	Never

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	Never
Exposure to potentially distressing case material	Never

Other	Frequency
Uniform required	Never
Personal Protective Equipment (PPE) required	Never