



ACT
Government

Suburban Land
Agency

POSITION DESCRIPTION

Agency: Suburban Land Agency	Position Number: P66405
Position Title: Assistant Director, Cyber and Data Governance	Classification: SOGC
	Last reviewed: June 2024

WHAT WE DO

Suburban Land Agency

At the Suburban Land Agency (SLA) we are committed to creating great places where communities thrive. We build people-focussed residential estates and urban renewal projects for the people of Canberra.

Through smart, sustainable development, our goal is to strike a balance between social, economic and environmental benefits for all Canberrans.

The objectives of SLA are set out in s38 of the *City Renewal Authority and Suburban Land Agency Act 2017* (the Act) and include:

- the encouragement and promotion of inclusive communities through the delivery of people-focussed neighbourhoods;
- the encouragement and promotion of suburban development that supports affordable living, a safe and healthy population, social inclusion, housing choice, environmental sustainability, urban renewal, growth and diversification of the Territory economy and social and environmental sustainability; and
- operational effectiveness, delivering value for money using sound risk practices.

Branch Overview

The Land, Value, Finance & Technology Branch is made up of the following functions:

- Strategic Finance
- Business Partnering, including social value measurement
- Technology
- Land Coordination

Together we deliver:

- Strategic, operational, and financial decision-making support
- Strategic commercial and taxation advice
- Financial governance with a focus on risk mitigation and minimisation



- Internal and external budgeting
- Financial reporting and compliance
- Valuation and advisory services
- ICT strategy, management and administration
- Digital capability uplift and technological enablement
- Overseeing cybersecurity strategy, alignment with business objectives and implementation
- Coordination and long-term planning of land supply and release

We do this by collaborating across SLA and prioritising sharing the information and resources we need to deliver on our shared strategy.

Position Duties and Responsibilities

Under the direction of the Director, Cyber Security, the Assistant Director, Cyber and Data Governance is responsible for delivering practical uplift of security governance across SLA, with a strong focus on policy, procedures, and alignment to ACT Government requirements.

The role is delivery-focused and centres on developing and implementing governance frameworks, particularly in relation to the Protective Security Framework (PSF). It involves significant stakeholder engagement across business areas and ACT Government to ensure policies and processes are practical, understood, and adopted.

This role is suited to someone who is proactive, outcomes-driven, and able to independently progress work in a complex environment.

Key responsibilities:

- Support the Director, Cyber Security in developing and uplifting SLA policies, procedures, standards and awareness materials aligned to the ACT Protective Security Framework.
- Lead the development of governance documentation across key domains, including:
 - Physical security
 - Personnel security (including HR-related controls)
 - Security elements of procurement and contract management
- Coordinate and support security assessment processes across SLA, working with business areas and ACT Government cyber security stakeholders.
- Translate ACT Government requirements into clear, practical processes, guidance and documentation that can be implemented across SLA.
- Engage extensively with stakeholders across SLA to consult, validate, and embed policy and process changes.



- Contribute to risk management activities, including supporting risk assessments, documentation and governance reporting.
- Assist in preparing briefings, reports and advice for executive and governance forums.
- Identify gaps in current practices and drive uplift activities through to completion.

Behavioural Capabilities

1. Strong delivery focus with demonstrated ability to progress work independently and achieve outcomes.
2. Excellent written communication skills, particularly in drafting policies, procedures, and governance materials.
3. Proven stakeholder engagement and collaboration skills across business and technical areas.
4. Ability to interpret government policy and frameworks and apply them in a practical organisational context.
5. Strong organisational skills with the ability to manage competing priorities.

Professional/Technical Skills and Knowledge

1. Experience working in the ACT Government or a similar public sector environment.
2. Demonstrated experience developing policies, procedures, or governance documentation.
3. Demonstrated ICT experience or exposure to information security concepts, implementation or operations.
4. Experience supporting governance, risk, compliance or assurance activities.
5. Ability to work across organisational boundaries and coordinate inputs from multiple stakeholders.

Highly Desirable

- Experience working with ACT Government cyber security teams, risk assessment practices or whole-of-government programs.
- Experience in governance uplift, audit responses or compliance programs.

Desirable

- Exposure to the Commonwealth Protective Security Policy Framework (PSPF) and/or ACT Protective Security Framework (PSF).
- Familiarity with security standards such as Essential Eight, ISM, or similar frameworks.
- Baseline clearance or ability to obtain and maintain one.



Work Environment Description

We are committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

Below is an indication of the frequency of fundamental requirements of the position:

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	Occasionally
Designated workstation	Occasionally
The position resides in an activity-based work environment	
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 (ADOs)	Never
Peaks and troughs	Occasionally
Frequent paid 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	Occasionally
PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally



MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Never
TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
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	Occasionally
Exposure to potentially distressing case material	Never
OTHER	FREQUENCY
Uniform required	Occasionally
Personal Protective Equipment (PPE) required	Occasionally

Work location

480 Northbourne Avenue, Dickson and the opportunity to work from home. This position will be performed under the ACT Government’s hybrid working arrangements, including home-based work and an office space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.



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Diversity

The ACT Public Service 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.

Eligibility/Other requirements:

Please review your [eligibility to apply](#).

A current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one.

Contact Officer: Nick Murray 02 6205 9348

How to Apply: Please provide your curriculum vitae with contact details of two referees and a three-page pitch (using standard margins and Calibri font 11 at minimum) addressing the 'What you require' section of the attached Position Description. Use the STAR methodology when preparing your pitch: [Applicant-Information-Kit.pdf \(act.gov.au\)](#)

Please refer to the Position Description on the ACT Government Jobs website. Examples in the pitch may include why you would like to undertake the role, the skillset you would bring and how you would make a positive impact in the role.

Applicants that do not address *Professional/Technical Skills* and *Knowledge and Behavioural Capabilities* in the pitch may not be considered.

Applications should be submitted via the Apply Now button below.