



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Division: *Strategic Policy and Finance Group*

Business Unit: Shared Services Finance

Position Title: Senior Director - Governance, Performance, Salary Packaging Finance and Taxation Support

Position Number: 71146

Classification: Senior Officer Grade A

Location: Winyu House,
Gungahlin/Hybrid

Last Reviewed: 12 August 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 as demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public (ACTPS), providing strategic advice and support to the Chief Minister, the Treasurer, other Ministers and the Cabinet on policy, financial and economic matters, service delivery, Whole of Government issues and intergovernmental relations.

As a central agency, the Directorate facilitates the implementation of Government priorities, drives initiatives, and leads the strategic direction for the ACTPS to ensure that it is well-positioned to perform its role.

Within CMTEDD, Treasury is responsible for advising the Government and ACT agencies on budget and financial management, economic and revenue policies, infrastructure finance, federal financial relations, accounting policy and insurance for Territory risks.

Treasury is also responsible for collecting and managing taxation revenue, managing the Government's financial assets and liabilities, managing Whole of Government procurements and broader procurement advice through Procurement ACT, and managing ACT Shared Services Finance issues, including accounts payable and receivable and Whole of Government banking.

STRATEGIC POLICY AND FINANCE GROUP - OVERVIEW

The Strategic Policy and Finance Group within Treasury is made up of three sub-groups:

- **The ACT Insurance Authority (ACTIA)** is a statutory, providing insurance, claims and risk management services for ACT government. The authority also administers the office of the Nominal Defendant of the ACT, for default claim under the ACT Motor Accident Injury Scheme and the Default Insurance Fund, for default claims under the ACT private Workers' Compensation Scheme.
- **Investments and Borrowings (IB)** is responsible for the management of the ACT's assets and liabilities including superannuation liabilities and investments.
- **Shared Services Finance (SSF)** is responsible for providing essential services to the ACT Government Directorate including financial accounting and reporting, account payable, receivable, taxation, Debt management, Salary packaging and banking services.

TEAM OVERVIEW

SSF is responsible for delivering high-quality financial services and strategic support to ACT Government agencies and directorates. The **Governance, Performance, Salary Packaging Finance and Taxation Support** team comprises key functional areas that contribute to the integrity, efficiency, compliance and resilience of financial operations across government:

1. Governance & Performance
2. Salary Packaging Finance
3. Taxation Support
4. Work Health & Safety

The **Governance & Performance** function leads financial governance activities including the delivery of strategic finance initiatives, process improvement, financial procurement oversight, audit coordination and compliance management. The function also manages performance reporting, financial delegations, and maintains both the SSF Strategic Risk Register and SSF Business Continuity Team Plan in line with the CMTEDD planning cycle.

The **Salary Packaging Finance** function provides strategic oversight of salary packaging finance services across the ACT Government, including policy implementation, service improvement, governance of salary packaging arrangements, stakeholder education, system capability uplift and assurance over salary packaging-related compliance obligations.

The **Taxation Support** function provides high-level taxation support and guidance across SSF and ACT Government directorates, with a particular focus on salary packaging taxation matters, Fringe Benefits Tax, GST, taxation compliance, external tax advisory relationships and engagement with relevant government taxation forums.

The team also maintains a strong focus under governance on **Work Health & Safety**, ensuring compliance with legislative obligations and fostering a safe, inclusive and supportive working environment through proactive monitoring, reporting and wellbeing initiatives.

POSITION OVERVIEW

The **Senior Director Governance, Performance, Salary Packaging Finance and Taxation Support** provides senior leadership across key Shared Services Finance functions that support financial integrity, operational resilience, service quality and compliance across the ACT Government.

The role leads a multidisciplinary team responsible for financial governance, performance reporting, audit coordination, business continuity, strategic risk management, salary packaging finance and taxation support. It provides strategic direction across governance frameworks, service improvement, policy implementation, taxation compliance, stakeholder engagement and system-enabled reform.

The position requires strong judgement, senior stakeholder influence and the ability to lead complex functions in a multi-stakeholder environment. You will work collaboratively across Shared Services Finance, ACT Government directorates and agencies, external advisors, auditors, system partners and government forums to strengthen accountability, improve service delivery and support evidence-based executive decision-making.

The role also has responsibility for fostering a safe, inclusive and high-performing workplace, including oversight of Work Health and Safety governance, wellbeing, team capability and workforce resilience.

CMTEDD 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 and those who identify as LGBTIQ are encouraged to apply.

WHAT YOU WILL DO

- Lead the Governance, Performance, Salary Packaging Finance and Taxation Support team, providing direction, prioritisation and oversight across financial governance, performance reporting, salary packaging finance, taxation support and WHS-related governance activities.
- Lead finance-related projects, Whole of Government finance initiatives, service improvement activities and business process management, including process mapping, rationalisation, documentation and standardisation across directorates.
- Coordinate SSF audit and governance activities, including audit responses, tracking of recommendations, implementation of agreed improvements, financial procurement oversight, compliance management and delegation-related governance artefacts.
- Manage monthly and annual corporate performance reporting, ensuring timely and accurate information is available to support executive decision-making and branch performance oversight.
- Maintain the *SSF Strategic Risk Register* and lead *SSF Business Continuity Team Planning* activities, ensuring updates are completed in line with the CMTEDD planning cycle and support organisational resilience.
- Provide senior oversight of salary packaging finance services, including service governance, policy implementation, stakeholder education, service agreements, customer-facing information and continuous improvement of salary packaging systems and processes.

- Provide strategic oversight of taxation support functions, including salary packaging taxation matters, FBT and GST compliance, interpretation of relevant policy and legislative requirements, and engagement with external taxation advisors.
- Build and maintain strategic relationships with ACT Government directorates and agencies, external tax advisors, auditors, system partners, industry representatives and relevant government forums to support effective governance, compliance and service delivery outcomes.
- Oversee the development and use of reporting, analytics and system capability to improve performance visibility, service quality, compliance assurance and customer experience.
- Lead WHS governance activities within the team, including oversight of WHS induction, training, reporting, wellbeing initiatives and participation in SSF WHS governance arrangements.
- Uphold the ACT Government's Respect, Equity and Diversity Framework, and lead by example in fostering a safe, inclusive, respectful and high-performing workplace.

WHAT YOU REQUIRE

The following capabilities form the criteria required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

- Extensive experience in leading finance-related projects and initiatives within government settings, including ERP implementations, banking reforms, service improvement initiatives and data-driven improvements, with a strong understanding of public sector financial frameworks, governance requirements and strategic priorities.
- Demonstrated expertise in financial governance and business process management, including procurement oversight, audit coordination, compliance, delegation frameworks, risk management, business continuity planning and performance reporting, with a proven ability to drive process rationalisation and operational efficiency.
- Demonstrated understanding of taxation compliance and salary packaging governance, including the ability to provide strategic oversight of FBT, GST and salary packaging taxation matters, interpret policy and legislative requirements, and manage external advisory relationships to support compliant Whole of Government service delivery.
- Highly developed analytical, stakeholder engagement and leadership skills, with the ability to manage complex risk and continuity planning activities, influence cross-directorate collaboration, engage effectively with senior executives and external partners, and deliver high-quality outcomes in a dynamic and multi-stakeholder environment.

BEHAVIOURAL CAPABILITIES

Leadership & Accountability

- Provide strategic direction and leadership to the team, aligning work with organisational priorities and government objectives.
- Take responsibility for delivering high-quality outcomes and managing risks effectively.
- Promote a culture of integrity, collaboration, accountability and continuous improvement.

Stakeholder Engagement & Communication

- Build and maintain strong relationships with internal and external stakeholders, including senior executives, directorates, agencies, auditors, taxation advisors, system partners and external forums.
- Communicate with influence, tailoring messages to diverse audiences and advocating for team priorities.
- Facilitate collaboration across directorates to ensure consistent and effective financial governance, taxation compliance and service delivery.

Strategic Thinking & Problem Solving

- Apply sound judgement and strategic thinking to complex financial governance, taxation, risk, compliance and service delivery issues.
- Anticipate risks and emerging challenges, and develop proactive solutions.
- Lead initiatives that improve financial performance, compliance, operational resilience, service quality and customer experience.

People Management

- Lead, mentor and develop staff to build capability, resilience and career development.
- Foster a respectful, inclusive, safe and high-performing team culture.
- Manage workloads and priorities to ensure team resilience and delivery under pressure.

Work Health & Safety

- Model and promote safe work practices and support compliance with WHS obligations.
- Ensure WHS induction, training, documentation and reporting obligations are actively monitored and maintained.
- Contribute to a culture of safety, wellbeing, accountability and continuous improvement across the business unit.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Strong stakeholder engagement, strong financial acumen and diverse experience working in a public service finance area.
- Relevant qualifications in finance, taxation, project management, audit, governance, risk, WHS and people management are highly desirable.
- This position requires a CMTEDD Baseline Security Clearance.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of **SOG A – Senior Director Governance and Salary Packaging Finance (position number 71146)** 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 <i>(Most positions in SSF do not have a designated workstation. On agreement with their manager, team members may use office facilities in various Activity-Based Work environments, and flexi-spaces across Canberra. Flexible/Hybrid Work-From-Home options may also be available for certain positions).</i>	Occasionally

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	Occasionally
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	Occasionally
Bending/squatting	Occasionally
Push/pull	Never
Sequential repetitive movements in a short amount of time	Occasionally

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	Never
Personal Protective Equipment (PPE) required	Never