

Directorate: Digital Canberra, ACT Government
Branch: Enterprise Transformation
Position Title: Executive Branch Manager, Enterprise Transformation
Position No: E1465
Classification: Exec 1.4
Reports to: Director-General (DG), Digital Canberra
Location: Canberra, ACT/Ngunnawal Country

DIRECTORATE OVERVIEW

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.

Digital Canberra (DCBR) leads the ACT Government's technology, digital, data, and cyber security services. We strive to improve the lives of Canberrans through delivering and supporting digital government services that are easy to access, save time, and are safe to use. We achieve this while also looking to the future – making technology investment decisions that will transform Canberra into a genuinely connected city.

Digital Canberra leads the implementation of the ACT Digital Strategy and ACT Digital Health Strategy, manages ICT infrastructure and software for our hospitals, schools, shopfront services and the public service. Digital Canberra represents the ACT at national digital, data, and cyber security forums. Digital Canberra has a diverse workforce across many functions and sites.

We have an inclusive culture, and we ensure our people are respected, valued, and involved.

BRANCH OVERVIEW

The Enterprise Transformation Office supports the Director-General to lead, coordinate and mature Digital Canberra as a contemporary, high-performing and integrated organisation.

The Office provides leadership across three interconnected areas:

- leadership of the Director-General's Office and executive support ecosystem;
- delivery of enterprise transition and transformation programs; and
- enterprise governance, executive coordination, enterprise transformation oversight and organisational assurance reporting to support executive decision-making.

Working in partnership with Executive colleagues and specialist branches across Digital Canberra, the Office helps ensure strategic priorities, government commitments and executive decisions are translated into coordinated action and sustainable outcomes.

The Office plays a central role in strengthening organisational effectiveness, governance maturity, executive capability, culture, collaboration and operating model maturity across the Directorate.

POSITION OVERVIEW

Reporting directly to the Director-General, the Executive Branch Manager, Enterprise Transformation, is a critical enterprise leadership role responsible for leading organisational transformation, enterprise alignment and organisational maturity initiatives across Digital Canberra on behalf of the Director-General.

The position serves as the Director-General's principal adviser and coordinating executive for enterprise transformation, organisational maturity and implementation of whole-of-directorate priorities, providing strategic leadership and oversight across initiatives that span multiple Groups, Executive portfolios and organisational functions.

The role is accountable for supporting the Directorate's continued organisational maturity through the design, governance, coordination and implementation of enterprise-wide transformation initiatives spanning people, process, governance, culture, operating model development, organisational capability and support for broader ACT Government digital transformation priorities.

The Executive Branch Manager works collaboratively across all groups and branches to drive implementation of strategic priorities, coordinate organisational effort, identify barriers to delivery and support achievement of government commitments and organisational outcomes.

The position also leads the Director-General's Office, executive support ecosystem and enterprise coordination functions, ensuring high-quality executive operations, strong governance, decision support, organisational responsiveness and delivery of Directorate priorities.

Success in the role requires significant influence, political acuity and the ability to achieve outcomes through partnership, collaboration and leadership rather than direct authority.

The function is intended to support a multi-year transformation journey encompassing current-state review, future-state design, implementation, organisational transition and benefits realisation, with future executive optimisation opportunities informed through this work. The position complements existing corporate, performance, governance, risk and assurance functions by coordinating enterprise transformation and organisational maturity initiatives across the Directorate. Success is achieved through executive influence, partnership, governance and strategic coordination rather than through direct operational control of services or functions.

WHAT YOU WILL DO

Reporting directly to the Director-General, the Executive Branch Manager, Enterprise Transformation provides strategic leadership across enterprise transformation, executive operations, organisational coordination and organisational effectiveness within Digital Canberra. The role has responsibility for leadership of the Director-General's Office, executive support ecosystem, enterprise governance, coordination and executive effectiveness functions, while driving organisational transformation and maturity across the Directorate.

The role drives organisational alignment, organisational maturity and strategic implementation across the Directorate, working on behalf of the Director-General to coordinate enterprise priorities, transformation outcomes, organisational and administration improvement initiatives. This includes leadership of the Director-General's Office, the Enterprise Transformation and Coordination Office, and enterprise initiatives that strengthen organisational capability, governance, culture, executive effectiveness and delivery of government priorities.

Working in partnership with Executive colleagues, the position provides a whole-of-directorate perspective, facilitates implementation of strategic priorities, monitors organisational performance and risk, and supports coordinated delivery of complex and sensitive initiatives across Digital Canberra.

The role requires significant strategic judgement, political awareness and stakeholder engagement skills, combined with demonstrated capability in executive office leadership, executive workflow design, project governance, stakeholder management and executive support functions. Success relies heavily on influence, collaboration and trusted relationships to achieve outcomes across organisational boundaries.

The primary duties and responsibilities of this position include, but are not limited to:

- Act as the Director-General's principal adviser on enterprise transformation, organisational maturity, strategic implementation priorities, government commitments, emerging risks and complex operational or stakeholder matters.
- Lead Digital Canberra's Enterprise Transformation Office and associated enterprise coordination functions, driving implementation of initiatives that strengthen organisational capability, governance, culture, collaboration and operating model maturity.
- Drive implementation of Director-General priorities, Executive Leadership Team priorities and the Directorate's evolving executive operating model, providing oversight of delivery, alignment of effort, and resolution of cross-functional barriers impacting implementation of enterprise priorities.
- Support future organisational design and executive optimisation activities by identifying opportunities to simplify structures, clarify accountabilities, consolidate functions and improve organisational effectiveness over time.
- Lead enterprise-wide transformation programs and organisational reforms that strengthen governance maturity, organisational effectiveness, executive effectiveness, accountability, cultural development, operating model maturity and continuous improvement across Digital Canberra.
- Partner with Executive colleagues and specialist branches to coordinate and support implementation of organisation-wide initiatives relating to people, process, governance, capability, culture and service delivery.
- Establish and maintain mechanisms that provide the Director-General with visibility and assurance regarding progress against strategic priorities, transformation outcomes, executive decisions and government commitments, working in partnership with governance, risk and assurance functions across the Directorate.
- Maintain visibility of emerging organisational, operational, governance and delivery risks (including major programs), support escalation pathways where required, and facilitate coordinated responses in partnership with relevant business areas and governance functions.
- Lead the Director-General's Office and executive support ecosystem, including executive office operations, executive workflow architecture, correspondence and briefing management, governance and secretariat functions, and Executive Officer and Executive Assistant coordination, ensuring these functions support effective executive decision-making, organisational responsiveness and delivery of whole-of-directorate priorities.
- Oversee Directorate-level executive governance, correspondence, briefing, reporting, secretariat and decision-support processes, ensuring consistent standards, quality assurance and timely flow of

information to support executive and ministerial decision-making. Provide strategic leadership of Digital Canberra's Executive Officer and Executive Assistant network, establishing professional standards, capability development, quality assurance and consistent executive support practices across the Directorate, to strengthen organisational responsiveness, executive effectiveness and organisational coordination across the Directorate

- Support effective engagement between the Director-General, Executive Leadership Team, Ministers' Offices, central agencies and external stakeholders, ensuring coordinated management of complex, sensitive and high-profile matters.
- Lead, develop and support high-performing teams and manage financial, people and physical resources in accordance with legislative, governance and Financial Management Act requirements.
- Model ACTPS values and behaviours and actively contribute to a respectful, inclusive, safe and high-performing organisational culture.

WHAT YOU REQUIRE

To be successful in this role, you will demonstrate:

1. Executive leadership and organisational transformation

Demonstrated experience leading senior executives' offices, organisational transformation, organisational establishment, operating model reform or organisational maturity initiatives in complex environments. Proven ability to drive strategic outcomes across multiple business areas, build organisational capability and support the successful implementation of change involving people, process, governance, culture and service delivery.

2. Strategic leadership and government capability

Highly developed strategic thinking and judgement, with the ability to operate effectively in complex, politically sensitive and rapidly evolving environments. Demonstrated understanding of government priorities, major program delivery, public sector governance, Cabinet and Ministerial processes, organisational reform and the factors that influence successful delivery of whole-of-government outcomes.

3. Enterprise governance, assurance, program leadership and organisational effectiveness

Demonstrated experience leading or overseeing complex organisational, transformation, executive coordination or strategic programs requiring strong governance, risk management, performance monitoring and assurance. Proven ability to coordinate activity across organisational boundaries, support effective governance and accountability arrangements and provide high-quality analysis and advice to inform executive decision-making.

4. Influencing, enterprise leadership and trusted advisory capability

Exceptional interpersonal and stakeholder engagement skills, including the ability to build trusted relationships, influence senior leaders, navigate competing priorities and achieve outcomes through collaboration rather than direct authority. Demonstrated ability to provide strategic advice to senior executives on sensitive and complex issues requiring discretion, sound judgement and political awareness.

5. Leadership of people, culture, organisational capability and executive effectiveness

Demonstrated ability to lead and develop high-performing teams, foster a positive and inclusive workplace culture and support organisational capability development. Proven ability to promote accountability, continuous improvement, collaboration and behaviours consistent with ACTPS values and expectations.

6. Results, integrity and resource management

Proven ability to achieve outcomes in complex environments through effective planning, prioritisation, resource management and organisational leadership, including experience leading direct teams while influencing outcomes across multiple business areas and executive portfolios.

Demonstrated commitment to integrity, probity and evidence-based decision-making, together with the ability to manage risk appropriately and exercise mature professional judgement.

7. Communication, resilience and adaptability

Highly developed written and verbal communication skills, including the ability to prepare and present concise, strategic advice for senior decision-makers. Demonstrated resilience, adaptability and sound judgement when operating in high-pressure environments characterised by ambiguity, competing priorities and organisational change.

Qualifications and experience

Relevant tertiary qualifications in business, public administration, organisational leadership, management, governance, project management or equivalent experience. Significant executive leadership experience and a demonstrated record of delivering complex organisational outcomes in government or similarly complex environments will also be considered highly favourably.

Highly Desirable

- Experience leading organisational transformation, organisational establishment, operating model reform or Machinery of Government implementation programs.
- Experience in senior executive, statutory office holders or Chief Executive level decision-makers office leadership, executive workflow design, project governance, complex stakeholder management and developing high performing executive support functions
- Experience establishing or operating within enterprise PMO, governance or strategic coordination functions.
- Experience working within a Ministerial, Cabinet or politically sensitive environment.

In addition, Senior Executive Service (SES) members must do their job in accordance with the closing the gap principle. Further information about the closing the gap principle is included in section 8(4) of the [Public Sector Management Act](#).

SELECTION CRITERIA

Applications should address the selection criteria below, in the context of the position as described above. The Selection Criteria are the ACTPS Executive Capabilities and reflect the leadership capabilities required for success in the role.

Leads and values people

- Motivates and develops people
- Values diversity and respects individuals
- Builds a culture of improving practice

Shapes strategic thinking

- Inspires a sense of purpose and direction
- Encourages innovation and engages with risk
- Thinks broadly and develops solutions

Achieve results with integrity

- Develops organisational capability to deliver results
- Manages resources wisely and with probity
- Progresses evidence-based policies and procedures
- Shows sound judgement, is responsive and ethical

Fosters collaboration

- Listens and communicates with influence
- Engages efficiently across government
- Builds and maintains key relationships

Exemplifies citizen, community and service focus

- Understands, anticipates and evaluates client needs
- Creates partnerships and co-operation
- Works to improve outcomes

Executive Capabilities are a way of describing the behaviours that characterise successful ACTPS executives and the values and personal attributes that support these behaviours. They also provide an integrated and consistent means of assisting executives to identify developmental needs and achieve significant and measurable growth in areas such as leadership, strategic vision and effective management.

Further information on Executive Capabilities for the ACTPS is available at <https://www.cmtedd.act.gov.au/employment-framework/for-executives/actps-executive-employment-conditions>