POSITION DESCRIPTION

Directorate: Digital Canberra

Position Number: P02304

Division: Strategic Finance and Assurance Group

Classification: SITA

Business Unit: Enterprise Portfolio Management Office, Strategic Sourcing and Portfolio Management Branch

Location: Hybrid working arrangements (Gungahlin, City and work from home)

Position Title: Senior Director, Standards and Assurance

Last Reviewed: November 2026

Position Requirements:
The successful applicant must be an Australian citizen and possess or acquire and maintain an Australian Government Security Vetting Agency (AGSVA) security clearance at the Baseline level as an eligibility qualification. If AGSVA screening is not successful, your employment will not commence or, if already commenced, your employment will be reassessed.

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

Digital Canberra 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 for our hospitals, schools, and public service, and 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.

DIVISION OVERVIEW

The **Strategic Finance and Assurance Group** enables Digital Canberra to achieve its objectives by providing expert financial management, governance, risk, procurement services and portfolio management that support sound decision-making and operational excellence.

Our role is to ensure the Directorate's financial sustainability and integrity by delivering accurate financial reporting, strategic forecasting, and robust budgeting processes. We strengthen

governance and assurance frameworks through effective risk management, compliance, and audit practices, while coordinating business planning and supporting corporate committees.

We also drive value for money and transparency in procurement by providing strategic sourcing advice, legal and vendor management support, and procurement planning that aligns with organisational priorities. Through these functions, the Group safeguards resources, promotes accountability, and enables the Directorate to deliver on government priorities with confidence.

The Group encompasses three branches:

- Governance and Risk
- Strategic Finance
- Strategic Sourcing and Portfolio Management

BUSINESS UNIT OVERVIEW

The Strategic Sourcing and Portfolio Management Branch consists of two sections: Strategic Sourcing and the Enterprise Portfolio Management Office.

The Strategic Sourcing section is responsible for the planning, sourcing and commercial activities related to procurement and management of vendors, as well as compliance and assurance of sourcing activities in accordance with the ACT Government's procurement legislation, regulation, policy and practices.

The Enterprise Portfolio Management Office (EPMO) provides enterprise leadership, governance and oversight of Digital Canberra's investment and delivery portfolio. It connects strategic priorities with investment and delivery, enabling informed decision-making, greater delivery confidence and a consistent enterprise view of portfolio performance. Operating through a federated partnership model, the EPMO sets the frameworks, standards and assurance requirements for effective project, program and portfolio management, while providing the portfolio intelligence needed to actively manage investment, performance, risk and delivery outcomes.

POSITION OVERVIEW

Under the guidance of the Executive Branch Manager, the Senior Director, Standards and Assurance provides leadership for project, program and portfolio governance, assurance, standards and delivery capability across Digital Canberra.

The Senior Director leads the EPMO's Delivery Assurance and Governance, and Capability and Standards services, providing oversight of delivery governance, lifecycle and stage gate requirements, delivery assurance, portfolio assurance, frameworks and standards, tools and templates, practitioner capability and continuous delivery improvement.

Working across the organisation, and with sponsors, senior responsible officers, governance bodies and delivery practitioners, the role promotes consistent enterprise practices while ensuring requirements remain proportionate to the scale, complexity and risk of individual initiatives. It uses assurance findings, delivery lessons and portfolio evidence to drive continuous improvement in delivery practices, capability and organisational maturity.

WHAT YOU WILL DO

Under the broad direction of the Executive Branch Manager, you will:

1. Lead the Portfolio Standards and Assurance function, providing strategic leadership of the EPMO's Delivery Assurance and Governance and Capability and Standards services, and ensuring they remain effective, proportionate and aligned to Digital Canberra priorities.
2. Maintain enterprise project, program and portfolio management frameworks, standards and methods, including delivery lifecycles, tiering and tailoring, stage gates, governance requirements, tools, templates and guidance that support consistent and effective delivery.
3. Lead independent, risk-based delivery and portfolio assurance, providing executives, sponsors and governance bodies with evidence-based advice on delivery confidence, governance effectiveness, material risks and areas requiring intervention.
4. Strengthen delivery governance and oversight, ensuring material assurance findings, delivery risks, issues and systemic concerns are appropriately identified, escalated, addressed and used to support informed decision-making.
5. Build organisational delivery capability and maturity, establishing approaches to practitioner development, learning, professional support and communities of practice, and promoting consistent application of enterprise delivery standards across Digital Canberra.
6. This position does involve direct supervision of staff.

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. *Advanced knowledge and experience of project, program and portfolio management* including contemporary governance, assurance, risk management, delivery methodologies, lifecycle controls and proportionate application of frameworks and standards to delivery.
2. *Advanced experience in delivering projects and programs* across different domains, methodologies and environments that show a depth and breadth of expertise.
3. *Demonstrated experience developing and implementing enterprise frameworks, standards, methods and tools*, with the ability to establish proportionate requirements that strengthen consistency and control without creating unnecessary delivery complexity.
4. *Strong understanding of portfolio and delivery risk*, with the ability to identify material and systemic issues, assess the effectiveness of controls and translate assurance findings and delivery evidence into practical interventions and improvements.
5. *Demonstrated capability in building organisational P3M maturity*, including practitioner capability development, standardisation of delivery practices, continuous improvement and the effective adoption of frameworks, methods and tools.
6. *Ability to provide authoritative professional advice* on complex project, program, portfolio, governance and assurance matters to executives, sponsors, governance bodies and delivery leaders.

Behavioural Capabilities

1. *Strategic leadership and judgement:* thinks and operates at an enterprise level, understands the broader organisational context and makes sound decisions in complex and ambiguous environments.
2. *Influence and constructive challenge:* builds credibility with senior stakeholders and is confident providing independent advice, challenging established thinking and navigating competing interests while maintaining productive relationships.

3. *Results and accountability:* establishes clear expectations and priorities, takes ownership for outcomes and maintains focus on the issues that have the greatest impact on delivery confidence and organisational performance.
4. *Collaboration and enterprise mindset:* works across organisational boundaries, bringing together EPMO, Delivery Offices, executives, sponsors, governance bodies and specialist functions to achieve enterprise outcomes.
5. *Leadership and capability development:* creates a high-performing and inclusive environment, develops professional capability, empowers people to exercise sound judgement and builds collective ownership of standards and good delivery practices.
6. *Adaptability and continuous improvement:* actively uses evidence, lessons and feedback to improve ways of working and supports pragmatic change as organisational delivery maturity evolves.

Compliance Requirements

1. The successful applicant must be an Australian citizen and possess or acquire and maintain an Australian Government Security Vetting Agency (AGSVA) security clearance at the Baseline level.

- Recognised project, program and/or portfolio management certification is preferred. The recognised certifications are Prince2 Practitioner; Managing Successful Programmes (MSP); Management of Portfolios (MoP); Project Management Institute Portfolio Management Professional PMI PMP); Certified Practicing Senior Project Manager/Director (CPSPM / CPPD).

2. Tertiary qualifications in project/program management are highly desirable.