POSITION DESCRIPTION

Directorate: Digital Canberra

Position Number: P00046

Division: Planning, Design and Digital

Classification: Senior Officer Grade A (SOGA)

Business Unit: Design and Strategy

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

Position Title: Senior Director, Digital Policy

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 Negative Vetting 1 (NV1) 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 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

Planning, Design and Digital Group plays an important strategic role in realising the ACT Government's vision to transform Canberra into a genuinely connected city.

The group manages the Government's technology investment framework and pipeline, undertakes research and analysis to develop digital policy, provides business analysis and ICT architecture and design services for key Government ICT initiatives. As part of this work, the group is responsible for planning and delivering major ACT Government ICT programs and ensuring good project governance through an Enterprise Portfolio Management Office (EPMO) as well as driving the

digital transformation of ACT services by implementing digital identity solutions that empower our community to access services online, anytime.

BUSINESS UNIT OVERVIEW

Design and Strategy Branch offers strategic guidance, design practice, and architecture for software, technology, and data investment. We fast-track strategic solutions for government priorities and deliver key enabling capabilities. The team offers advice on digital services implementation. We help directorates to understand business needs and outcomes, guiding service design phases. We guide solutions, capabilities, and products for shared platforms, services, and integrations, ensuring well-supported solutions and consistent user experiences.

POSITION OVERVIEW

The Senior Director, Digital Policy role is a senior position within DSB and will require strong leadership and stakeholder relationship skills. This role is responsible for leading and mentoring the Digital Policy team in the development and provision of high quality, evidence-based strategic policy advice relating to ICT and digital matters in line with government priorities and outcomes. This role also contributes to the building and maturing of a strategic policy capability across DCBR.

This role requires extensive knowledge and skills in preparing written documentation (both strategic and routine) in a government setting, strong liaison and stakeholder relationship skills, and the ability to exercise initiative, sound judgement, and critical thinking and analysis to current and future policy challenges.

This role works collaboratively with the DSB team, all areas of DCBR, and with colleagues across directorates to lead work that provides earlier visibility and understanding of the ICT and digital implications of initiatives across government and nationally, influencing and shaping strategic decision-making.

As part of the ACTPS, this role has access to a range of flexible working provisions including hybrid work arrangement primarily based in the Canberra City office (220 London Circuit), the Gungahlin office (Winyu House), and/or home. ACTPS staff also have access to a range of FlexiSpace office locations across Canberra.

WHAT YOU WILL DO

1. Lead the development and provision of strategic and tactical policy advice to support the design, development and delivery of government priorities and outcomes that have ICT and digital considerations.
2. Collaborate between policy areas across government and the senior executive to ensure policy-related matters are joined up and support the whole of government ICT and digital agenda.
3. Liaise and consult with a range of government stakeholders on ICT and digital policy issues, including to support directorate legislative, policy, and service delivery priorities prior to government consideration.
4. Provide advice via a range of concise and well written documents (such as reports, briefing papers, Cabinet submissions and discussion papers), and verbally via meetings and presentations to a range of audiences, including senior executives and Ministers. This includes leading and mentoring the Digital Policy team as they undertake this function.

5. Create policy and strategy materials that are consistent, user-friendly, relevant, up to date and in line with whole of government guidelines, policies and procedures. This includes leading and mentoring the Digital Policy team as they undertake this function.
6. Actively contribute and shape to the work of the DSB Directors team (led by the Executive Branch Manager, Design and Strategy) to set clear directions and support the Branch to deliver agreed priorities. This includes actively supporting ongoing transformational activities within DCBR.
7. Actively contribute and shape the formation and embedding of a strategic policy capability across DCBR, which may include across different branches and teams, to mature DCBR's approach to how it supports the government of the day and senior executives to deliver on government priorities and outcomes.
8. Practice financial delegations through the management of the corresponding cost centre and ensure effective ongoing management and sustainability of resources.
9. This position may involve the direct supervision of staff and reports to the Executive Branch Manager, Design and Strategy.

WHAT YOU REQUIRE

The following skills, knowledge and capabilities form the selection criteria that are required to perform the duties and responsibilities of the role.

Professional / Technical Skills and Knowledge

1. Excellent communication skills, including the ability to write persuasively for a range of government audiences, verbally communicate influentially and clearly, to listen well, and utilise visual graphics to support the easy absorption of complex information.
2. Highly developed policy or strategy formation skills including extensive experience with a range of policy development approaches and providing clear evidence-based advice that influences strategic direction.
3. Highly developed strategic and conceptual thinking skills, including experience in undertaking high-level policy research, and the ability to critically analyse complex information and extract key points.

Behavioural Capabilities

1. Well-developed leadership and people management experience, including the ability to build capability and to inspire and motivate others to achieve the best outcomes for DCBR and government.
2. Ability to establish and maintain effective and diverse strategic relationships with a broad range of stakeholders, including executive stakeholders, through collaboration, engagement, responsiveness, and influence.
3. Adaptability to changing circumstances and multiple priorities and demands, including the ability to deliver under tight timeframes.
4. A record of identifying and implementing innovative approaches to improve business outcomes and embrace new ways of working.

Compliance Requirements

The following is a mandatory requirement for the position:

1. Current NV1 security clearance issued by the Australian Government Security Vetting Agency (AGSVA) or ability to obtain and hold an AGSVA NV1 security clearance is mandatory.

The following are not requirements for the position:

1. This position does not require a pre-employment medical.
2. This position does not require a Working With Vulnerable People check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Director, Digital Policy (P00046) and indicates how frequently each of these requirements would be performed. Please note that the ACTPS 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	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
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	Never

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	Occasionally

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