POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Division: Strategic Policy and Finance Group

Business Unit: ACT Insurance Authority

Position Title: Director, Risk Management

Position Number: P51264

Classification: Senior Officer Grade B (SOGB)

Location: Canberra City

Last Reviewed: September 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 demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

DIVISION OVERVIEW

The Strategic Policy and Finance Group within Treasury is made up of 3 sub-groups:

- **ACT Insurance Authority (ACTIA)** is a Statutory Authority, providing insurance, claims and risk management services for the ACT Government. The Authority also administers the Office of the Nominal Defendant of the ACT, for default claims under the ACT Motor Accident Injury Scheme and the Default Insurance Fund, for default claims under the ACT Private Workers' Compensation Scheme.
- **Shared Services Finance (SSF**) is responsible for providing essential services to the ACT Government directorates including financial accounting and reporting, accounts payable and receivable, taxation and banking services.
- **Investments and Borrowing (IB)** is responsible for the management of the ACT's assets and liabilities including superannuation liabilities and investments.

BUSINESS UNIT OVERVIEW

The Australian Capital Territory Insurance Authority (the Authority) is established under the ACT Insurance Authority Act 2005 (the Act).

The Act establishes the Authority as the ACT Government's captive insurer providing insurance services to all ACT Government directorates and statutory authorities, to meet the insurable claims and losses of ACT Government agencies.

The Authority's captive insurance model protects the ACT Government budget from a range of catastrophic and accumulated risk exposures through its reinsurance arrangements, and the accumulation of a fund reserve to meet the cost of future asset losses and legal liabilities that occur because of the activities of Government.

The Authority works to protect the assets and services of the Territory by providing risk management and insurance services to a large and diverse group of ACT Government client agencies and entities.

The Authority manages an annual insurance and reinsurance program to ensure cover in various insurance classes (Public Liability, Medical Malpractice, Property, Directors' & Officers' Liability etc) for the Territory.

The Authority also performs the function of Fund Manager for the Office of the Nominal Defendant of the ACT for default claims under the ACT Motor Accident Injuries Scheme, and the Default Insurance Fund, for default claims under the ACT Private Workers' Compensation Scheme.

Additionally, the Authority provides risk management support to Territory directorates and agencies, through generic and tailored training and risk workshop sessions, both in person and through an e-learning platform and conducts annual inspections of Territory property assets to identify risks and works with the Agency to control the hazards.

POSITION OVERVIEW

The Director, Risk Management is responsible for leading a team that is dedicated to promoting and supporting the adoption of strategic and enterprise risk management best practice across the ACT Government.

This position includes responsibility for managing the functions of the ACT Government Risk Management Office and supporting a positive and resilient risk management culture across the ACT Government, consistent with the Territory wide Risk Management Policy.

This position requires a leader with strong customer service skills, who can work collaboratively as part of an integrated leadership team, to design innovative solutions to meet stakeholder requirements, while delivering on the Authority's strategic objectives.

WHAT YOU WILL DO

The primary responsibilities for this position are to lead the ACTIA Risk Management function including:

1. Working collaboratively with the ACTIA leadership team to ensure that effective and appropriate risk management support is provided for ACT Government directorates and agencies;
2. Assisting ACT Government directorates and agencies with the development of risk management frameworks, and the consistent application of risk management methodology as part of all planning, project management, operational management, and review processes;
3. Provision of assistance to directorates in identification, assessment and treatment of risks for all activities managed by the Territory;
4. Managing the design and delivery of risk management training at a whole of Government level for ACT Government directorates and agencies;
5. Oversight and management of external risk management providers;
6. Delivery of the ACTIA Risk Management Framework and implementation of the risk management plan;
7. Provision of risk management tools designed to integrate and embed risk management across all roles;
8. Promotion of risk management forums and networking meetings for ACT Government personnel involved in risk management;
9. Supporting the Senior Directors and General Manager with various strategic objectives and projects aimed at delivering the Authority's strategic objectives;
10. Prepare briefs, submission, reports and other documents as required; and
11. Directly lead and supervise a small team.

WHAT YOU REQUIRE

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

Professional / Technical Skills and Knowledge

1. Demonstrated experience in managing and delivering enterprise risk management programs, policies, and frameworks in accordance with the AS/NSZ ISO 31000 standard (2018 Risk Management Guidelines).
2. Demonstrated ability to undertake and synthesise research and analysis that informs policy development, and to quickly acquire knowledge of current trends, practices, policies and legislation relevant to the role.
3. Excellent administrative and organisational skills, and a demonstrated ability to plan, prioritise, continually improve, co-ordinate, and manage timely workflows associated with a busy business environment.
4. High level skills in critical analysis and a proven ability to implement innovative solutions to achieve required outcomes in a complex environment.

Highly Desirable

A qualification in Risk Management, Public Policy/Administration or a related field is highly desirable.

Behavioural Capabilities

1. Demonstrated leadership expertise in delivering agreed business outcomes and solutions by taking initiative, managing resources and setting clear direction, and by providing guidance and support to team members.
2. Demonstrated ability to establish and maintain effective and diverse strategic business partnerships, including with senior stakeholders; through collaboration, engagement, responsiveness and influence.
3. A sound understanding of and the ability to actively practice the guiding principles of working in the ACT Public Service, including but not limited to in the areas of management, values, non-discrimination, industrial democracy and general principles, as embodied in the Public Sector Management ACT 1994.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director, Risk Management (P51264) 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	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
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 (ADO’s)	Never
Peaks and troughs	Frequently
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)	Frequently
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	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
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	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	Occasionally

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never