POSITION DESCRIPTION

Directorate: Digital Canberra

Division: Strategic Finance and Assurance

Business Unit: Governance and Risk

Position Title: Director, Audit, Risk and Integrity

Position Number: P70279

Classification: SOGB

Location: Hybrid working arrangements (220LC, Winyu, Bowes Street and work from home)

Last Reviewed: October 2025

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

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

Governance and Risk ensures Digital Canberra is accountable, transparent, and meets its strategic goals by providing effective assurance and governance support. The branch works closely with Digital Canberra leaders to provide a range of governance, assurance, and business support functions including business strategy and planning, risk management, internal audit and assurance, corporate reporting, integrity and fraud control, facilities and fleet management, and secretariat support.

POSITION OVERVIEW

The Director, Audit, Risk and Integrity is responsible for the delivery of various governance, assurance and business support functions.

WHAT YOU WILL DO

Under the broad direction of the Senior Director, you will:

1. Lead the team to provide advice, guidance and ongoing support to directorate business areas on a range of governance and assurance matters.
2. Proactively initiate and develop strong business partnerships with executives, managers and other stakeholders.
3. Supervise the team and empower staff by delegating work at an appropriate level and providing ongoing feedback.
4. Act as the conduit between policy and program areas and the branch, providing a high level of service, negotiating mutually beneficial outcomes and integrated support.
5. Lead research, analyse data and use a project management approach to design and develop governance and assurance focused business solutions and identify improvement opportunities.
6. Monitor resources, develop plans and identify solutions to effectively manage workloads.
7. Translate strategic direction and government priorities into deliverables.
8. Oversee deliverables and provide input to ensure the implementation of governance and assurance focused initiatives are aligned to expectations.
9. Represent the branch and directorate across ACT Government and with stakeholders.
10. Work collaboratively across the branch, demonstrating appropriate behaviours and culture.

11. Evaluate and report on strategic outcomes to ensure successful results are achieved and to demonstrate business impact and value for money.
12. 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 of and expertise with governance and assurance functions within a public sector environment.
2. Expert skills in managing a range of governance and assurance focused initiatives and programs.
3. Extensive knowledge of relevant legislation governing the governance and assurance landscape, as well as an understanding of contemporary policies and practices.

Behavioural Capabilities

1. Leadership expertise in delivering agreed strategic business outcomes and solutions by taking initiative, managing resources and setting clear direction and providing guidance for the team leaders and members.
2. Ability to proactively establish and maintain effective and diverse strategic business partnerships, including with executive stakeholders; through collaboration, engagement and responsiveness.
3. Advanced ability to present verbal and written information clearly in a well-structured and logical way and to persuasively influence outcomes with evidence to support a position.
4. Advanced conceptual analytical skills, particularly the ability to understand how issues integrate and to make rational judgements from available information, taking an innovative and holistic approach to service design and delivery for improved outcomes.
5. Adaptability to changing circumstances and multiple priorities and demands, and resilience while managing a constantly changing, complex and diverse environment.

Compliance Requirements

1. A tertiary qualification in a related discipline is highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role 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	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation*	Occasionally

**Note: the position works in an Activity Based Work (ABW) environment. Under ABW arrangements, staff do not have a designated workstation/desk.*

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Access to Accrued Days Off (ADOs)	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)	Frequently
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	Never
Bending/squatting	Never
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	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	Occasionally
Exposure to potentially distressing case material	Occasionally

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