



## POSITION DESCRIPTION

**Division:** Chief Operating Office

**Classification:** SOGB

**Branch:** Governance and Ministerial Services

**Position Status:** Permanent

**Business Unit:** Governance

**Position Hours:** 36.45 Per Week Full Time

**Position Title:** Director, Corporate Governance and Reporting

**Reports to:** Senior Director Governance

**Position Number/s:** P13802

**Location:** Dickson and hybrid

**Position Requirements:** Detailed below

**Last Reviewed:** 12/04/2024

### DIRECTORATE OVERVIEW

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Transport Canberra City Services offers you more than a job – as a resident of or visitor to Canberra, wherever you are and whatever you do, we interact with you. Our work is important and influences the enjoyment of our great city by people visiting and living in Canberra every day. That’s something to be proud of.

Our commitment to reflect the diverse community of Canberra means our people are exposed to a diversity of perspectives and experiences no other employer in Canberra can offer. Whether it be caring for our shared spaces, managing our built environments or ensuring our transport works, the work we do makes a positive impact on the people living in and visiting Canberra every single day.

We think for the long term, meaning we can invest in our people and our projects with a view to enduring benefits rather than short term wins. This also means our people can invest in themselves and their learning journey, supporting and growing alongside our vibrant and every-changing city.

Learn more about who we are at the [Transport Canberra and City Services website](#).



## DIVISION OVERVIEW

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### Chief Operating Officer

The Chief Operating Officer (COO) Group is responsible for delivering corporate services across the Directorate to ensure TCCS can deliver connected services. The group is responsible for establishing good governance practices, ensuring the health and wellbeing of all employees, people management, finance, ICT, digital and data reform, legal and governance frameworks, increased maturity in safety, and delivery of processes improvements across the directorate, as well as Ministerial services and support.

## BUSINESS UNIT OVERVIEW

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The Governance and Ministerial Services Branch is comprised of five units with diverse responsibilities, Comprising:

Security and Emergency Management: Oversight of protective security governance and fraud control for the directorate. The unit promotes emergency planning and coordination, including management of the ACT Local Disaster Coordination Centre.

Ministerial Services Unit: Management and coordination of ministerial correspondence and briefings for the directorate, and the relationship with relevant Ministerial offices, including the Directorate Liaison Officer role. Provision of policy advice and coordination services for all matters relating to Cabinet and the Assembly, including Questions on notice and Question time briefs.

Governance: Responsible for the management and oversight of audit and assurance programs, management of the directorate's program management office, and provision of risk and business continuity advice and support for the directorate. The team develops and maintains TCCS's strategic and business planning frameworks and corporate policy management in addition to co-ordinating responses to relevant ACT government and national policy proposals, plans and reports. The team also delivers records and information management services and Objective as the EDRMS for TCCS.

Sustainability, Fleet Services and Facilities Management: Responsible for planning, establishing, and implementing projects to reduce the directorate's environmental footprint and to create more efficient ways of working. Fleet Services support the organisation, through the management of fleet vehicles, including registration renewals, replacement of number plates, requests for ELB pin numbers and coordinating infringement notices. The team also provides Facilities Management for buildings 490 and 496 Northbourne Avenue ensures our facilities and depots are maintained and useable.



Boards and Committees, including ACT Veterinary Surgeons Board (Board): Supports the Board in undertaking its role to promote animal welfare through registration of suitably qualified veterinary surgeons and veterinary specialists, and the monitoring of the best practice standards and conduct of the profession. The team also provides governance support and progresses Board appointments for TCCS statutory Boards and Committees, as well as relevant internal committees as appropriate.

## **POSITION OVERVIEW**

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The Director Corporate Governance and Reporting and leads a small team of subject matter experts focused on delivering best practice corporate governance advice, services and support in a complex operational environment.

No working day will ever be the same, with program management responsibilities for whole of government reporting requirements, development and implementation of the TCCS Governance framework, associated corporate policies and guidelines; and oversight of the directorates records and information management programs.

## **WHAT YOU WILL DO**

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As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

The Director, Corporate Governance and Reporting will work both independently and lead a small team to:

- Coordinate the drafting, publishing, and tabling of the Directorate's annual report, TCCS Strategic Plan and manage TCCS' contribution to the ACT Government Wellbeing Framework.
- Develop, implement and review corporate governance frameworks and policies in line with relevant legislation and whole of government policy requirements.



- Coordinate, prepare and manage the directorate's internal and external corporate reporting obligations, including contributions to whole of government frameworks.
- Oversee the development and implementation of the directorate's Records and Information Management Programs and effective administration of the directorate's electronic document and records management system (EDRMS).
- Deliver high quality documentation and timely advice to the TCCS Executive Board, TCCS Audit Committee and the directorate's minister(s) against the TCCS Strategic Plan; Annual Report; and others as required.
- Develop and foster effective working relationships across TCCS and with external stakeholders to achieve effective outcomes, including coordinate and participate in high level Governance Committee meetings.

## **WHAT YOU REQUIRE**

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### **Professional, Technical and Behavioural Skills**

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

1. Demonstrated experience in strategic and corporate planning including developing, and implementing corporate governance frameworks, policies, and procedures.
2. Demonstrated ability to research, analyse, and prepare relevant and timely briefings and written reports to a broad range of stakeholders with attention to detail.
3. Demonstrated ability to lead and manage a team, exercise sound people management skills and effective planning strategies in order to manage workloads and priorities to deliver a range of projects to timely completion.
4. Excellent communication skills with demonstrated ability to negotiate and communicate with executives, and across Directorates, to make sound, well-informed decisions and to influence outcomes.
5. Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practice.



## Compliance Requirements / Qualifications

Tertiary qualifications in governance and or public administration and experience in similar role are highly desirable.

## ASSOCIATED RESOURCES

[ACTPS Shared Capability Framework](#); describes the skills, knowledge and behaviour that can universally be expected of every ACT Public Servant at different organisational levels and in every workplace across the service.

[Classification schedules](#); identifies positions as belonging to a category which has common characteristics, the same rate or range of pay, and equivalent work value.

[ACTPS Performance and Development Framework](#); a mechanism to ensure that everyone in the workplace is clear on what is expected of them at work.

## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director, Corporate Governance and Reporting (position number 13802) and indicates how frequently each of these requirements would be performed. Please note that TCCS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

This position is located in a workplace designated for Activity Based Working (ABW). ABW transforms the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

ADMINISTRATIVE	FREQUENCY
Phone use/ Teleconferencing	Frequently
General computer use/in field technology	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties.	Occasionally
Access to Accrued Days Off (ADO's)	Occasionally
Peaks and troughs	Frequently
Requirement to work overtime	Occasionally



Rostered shift work	Never
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<b>SOCIAL DEMANDS</b>	<b>FREQUENCY</b>
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	Occasionally
<b>PHYSICAL DEMANDS</b>	<b>FREQUENCY</b>
Distance walking (on roads, paths, or nature strips)	Occasionally
Working outdoors	Never
<b>MANUAL HANDLING</b>	<b>FREQUENCY</b>
Lifting 0 – 5kg	Occasionally
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
<b>TRAVEL</b>	<b>FREQUENCY</b>
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally
<b>SPECIFIC HAZARDS</b>	<b>FREQUENCY</b>
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 or work sites	Never
<b>OTHER</b>	<b>FREQUENCY</b>
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally