



ACT
Government

Suburban Land
Agency

POSITION DESCRIPTION

Agency: Suburban Land Agency

Position Number: E1441

Group: Chief Operating Officer Group

Classification: Executive Level 1.2

Position Title: Executive Branch Manager,
Program Management, Governance and
Legal

Location: Canberra City/Ngunnawal Country

Last Reviewed: February 2026

WHAT WE DO

Suburban Land Agency

At the Suburban Land Agency (SLA), we are committed to creating great places where communities thrive. We build people-focussed residential estates and urban renewal projects for the people of Canberra.

Through smart, sustainable development, our goal is to strike a balance between social, economic, and environmental benefits for all Canberrans.

The objectives of SLA are set out in s38 of the *City Renewal Authority and Suburban Land Agency Act 2017* (the Act), and include:

- a) the encouragement and promotion of inclusive communities through the delivery of people-focussed neighbourhoods.
- b) the encouragement and promotion of suburban development that supports affordable living, a safe and healthy population, social inclusion, housing choice, environmental sustainability, urban renewal, growth and diversification of the Territory economy and social and environmental sustainability; and
- c) operational effectiveness, delivering value for money using sound risk practices.

Chief Operating Officer Group

The Chief Operating Officer Group consists of 3 branches: the Land Value, Finance and Technology Branch, the Program Management, Governance and Legal Branch and the Engaged People and Communities Branch.

Together, we deliver:

- Communications, engagement and marketing strategies and support
- Strategic finance & business partnering (including social value measurement)
- Digital solutions and records management
- Land supply coordination & legal support (including contract negotiation)
- Governance (SLA strategy development & delivery monitoring)
- People, culture and capability strategy and support
- Work health and safety systems and advice

- Enterprise-wide governance, risk and compliance (Board secretariat)
- Program management and procurement strategy

We do this by collaborating across SLA and prioritising sharing the information and resources we need to deliver on our shared strategy.

YOUR DUTIES AND RESPONSIBILITIES

Reporting to the Chief Operating Officer (COO), the Executive Branch Manager (EBM) Program Management, Governance and Legal, leads the Agency's Portfolio Management Office (PMO) and Governance and Legal functions.

This role is critical for aligning the agency's portfolio with its strategic objectives, driving consistency and enhancing operational excellence.

The EBM is responsible for overseeing the PMO as it further develops and embeds SLA's approach to governance and project assurance for SLAs diverse range of complex land development and infrastructure projects. The PMO develops and manages key strategic internal and external relationships to promote strategic alignment, optimise portfolio management practices and drive portfolio performance

The role also has responsibility for enabling SLA to operate in a professional manner that satisfies the requirement of governing legislation, embedding effective program management and governance systems.

The role requires building and maintaining strategic relationships across SLA and Government and takes responsibility to implement policies and deliver projects that support achievement of Government's strategic priorities and SLA's financial and non-financial performance goals.

We are seeking someone with a proven track record in leading a Project or Portfolio Management Office (PMO), coupled with exceptional influencing skills to drive the PMO function towards improved organisational outcomes. The ideal candidate will also demonstrate strong collaboration and leadership in strategic public policy and inter-governmental relations. Experience in managing a wide array of policies, programs, financial management, people management, government relations, as well as engagement with the wider community and business sectors, is essential

The position requires a person with exceptional executive management skills who will provide leadership and direction in the planning and delivery of services across the business, robust assurance and project management governance which enables SLA to deliver its program of work.

Responsibilities include:

- Driving the development and implementation of SLA's governance frameworks and policies for best practice and compliance across the Agency, including Board Secretariat
- Lead SLA to mature and embed portfolio governance practices to promote project delivery and performance with a strong focus on building project capability and Governance across SLA.
- Oversee the PMO to implement and continually improve robust governance and project assurance functions to ensure transparency, accountability, and compliance across all portfolio and project activities.

- Lead the alignment of the agency's portfolio with strategic objectives, ensuring effective governance and assurance practices are embedded to support decision-making and performance.
- Leadership of the PMO to drive continuous improvement in the following areas:
 - Program and Project Management Frameworks
 - Executive Portfolio Steering Committee
 - Change Management
 - Project compliance and operational oversight ensuring the right projects and programs are selected and prioritised, taking into account changing organisational strategies.
- Establish and maintain relationships with key internal and external stakeholders and act as a strategic advisor, ensuring project delivery aligns with broader agency goals and governance standards.
- Lead the evaluation of project and program performance, including organisational reviews, assessments, audits and analysis to inform strategic decision making and continuous improvement. Provide strategic reports to the Board and Executive on portfolio objectives, outcomes and performance ensuring transparency and accountability.
- Oversee the management of SLA's internal audit and assurance program, tracking of recommendations, and stakeholder engagement.
- Providing strategic leadership in risk management, including development of frameworks, tolerances, and risk registers.
- Supporting the SERBIR and Board with risk and integrity advice and integration of risk practices across the Agency.
- Proven ability to lead and motivate multidisciplinary teams, fostering a culture of high performance, collaboration, and continuous improvement. Modelling the ACT Public Service values and fostering a culture of respect, collaboration, and innovation across the organisation

You will be able to demonstrate strong collaboration and leadership in strategic public policy and inter-governmental relations. Experience in dealing with an extensive range of policy, programs, financial management, people management, government, the wider community and business is essential.

In addition, commencing 1 July 2026 Senior Executive Service (SES) Members must do their job in accordance with the closing the gap principle. Further information about the closing the gap principle is included in section 8(4) of the [Public Sector Management Act](#).

SELECTION CRITERIA (EXECUTIVE CAPABILITIES)

The ACT Public Service (ACTPS) Executive Capabilities are a way of describing the behaviours that characterise successful ACTPS executives and the values and personal attributes that support these behaviours. They also provide an integrated and consistent means of assisting executives to identify developmental needs and achieve significant and measurable growth in areas such as leadership, strategic vision and effective management.

SELECTION CRITERIA (EXECUTIVE CAPABILITIES)

Leads and values people	• Motivates and develops people • Values diversity and respects individuals • Builds a culture of improving practice
Shapes strategic thinking	• Inspires a sense of purpose and direction • Encourages innovation and engages with risk • Thinks broadly and develops solutions
Achieves results with integrity	• Develops organisational capability to deliver results • Manages resources wisely and with probity • Progresses evidence-based policies and procedures • Shows sound judgement, is responsive and ethical
Fosters collaboration	• Listens and communicates with influence • Engages effectively across government • Builds and maintains key relationships
Exemplifies citizen, community and service focus	• Understands, anticipates and evaluates client needs • Creates partnerships and co-operation • Works to improve outcomes

CONDITIONS OF EMPLOYMENT

The successful applicant will be engaged under a performance-based contract. Employment conditions and benefits, including remuneration, are detailed on the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) website

<https://www.cmtedd.act.gov.au/employment-framework/for-executives/actps-executive-employment-conditions>

Applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

DIVERSITY

We are actively seeking to increase the diversity of our leadership team. People with a disability, women, Australians from culturally and linguistically diverse backgrounds, and Aboriginal and Torres Strait Islander people have an equal opportunity for appointment to this position, and we encourage you to apply. If you are interested in applying for this role, please let us know how we can best support you through the application process.

FURTHER INFORMATION

- Suburban Land Agency website: <https://suburbanland.act.gov.au/en>

- Jobs ACT website: www.jobs.act.gov.au

QUALIFICATIONS/ REQUIREMENTS

- Tertiary qualifications in a relevant area – such as, project management and legal will be highly regarded.