POSITION DESCRIPTION

Directorate: Digital Canberra

Position Number: P49140

Division: Digital Health Group

Classification: SITOB

Business Unit: Future Capability

Location: Hybrid working arrangements (2-6 Bowes St, Phillip ACT 2606 and work from home)

Position Title: Director – Business Intelligence

Last Reviewed: 12 January 2026

Position Requirements:

AGSVA Negative Vetting 1 (NV1) level = Position of Trust (PoT)

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

Digital Health Group provides high-level leadership, management and strategic advice in relation to technology capabilities across the ACT public health system.

We are responsible for:

- implementation and support of the Digital Health Strategy
- management of technology services and projects
- management of the relationship and services delivery by technology vendors
- development, implementation and maintenance of technology policies and procedures
- information management
- protective security.

BUSINESS UNIT OVERVIEW

Future Capability

The Future Capability Branch is responsible for the development and implementation of the ACT Digital Health Strategy, engagement with clinical and support areas to identify technology solutions to enhance the quality and efficiency of patient-centred care, and ensuring the operations of the Division occur within a robust governance framework. The Branch is comprised of multiple teams who are actively delivering new or improved technology capability across ACT's health services. We are responsible for reporting services, the ongoing maintenance and continuous improvement of data products in the Enterprise Data Platform, and we provide comprehensive data management services.

POSITION OVERVIEW

The **Business Intelligence and Data Hub** plays a central role in supporting data-driven decision-making across the organisation. It delivers reporting services for the Digital Health Record and other enterprise systems, develops and maintains data models and products within the Enterprise Data Platform, and provides end-to-end data management services. The Hub also supports new data product development, undertakes discovery and analysis to inform reporting and data solutions, and drives continuous improvement across all data assets.

The **Director of the Business Intelligence Team** leads a team within the Hub that plays a pivotal role in enabling data-driven decision-making across the ACT public health system. This team is primarily responsible for developing and managing reports within the Digital Health Record (DHR), ensuring timely and accurate delivery of critical clinical and operational insights. In addition, they respond to ad-hoc data requests from legacy systems and provide supplementary support for broader reporting needs, including Power BI dashboards, where required. By combining technical expertise with a strong understanding of business requirements, the team ensures reporting solutions are reliable, actionable, and aligned with organisational priorities.

WHAT YOU WILL DO

Under broad direction from the Senior Director, the Director of the Business Intelligence Team is responsible for:

1. Provide strategic leadership and direction for the delivery of reporting services within the Digital Health Record and other systems, ensuring solutions meet business needs and comply with data governance standards. This includes promoting consistency, accuracy, and security in reporting practices to support trusted, high-quality data across the public health system.

2. Shape and influence data strategies, frameworks, and standards across complex reporting environments, driving innovation and continuous improvement in data-driven decision-making.

3. Lead and develop the Business Intelligence team, fostering a culture of collaboration, capability growth, and accountability to deliver quality outcomes within agreed timeframes.

4. Engage and negotiate with senior stakeholders, managing risk and compliance to ensure reporting solutions meet clinical, operational, and legislative requirements at an organisational level.

5. Undertaking other duties appropriate to this level of classification that contribute to the division or directorate.

6. This position does involve direct supervision of 4 staff.

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. Extensive knowledge of reporting development processes, including the ability to identify and assess reporting needs in collaboration with stakeholders. This includes knowledge of data governance principles and the reporting development lifecycle to ensure solutions are accurate, secure, and aligned with organisational standards.
2. Demonstrated ability to liaise with a wide range of stakeholders including clinicians, executive, administration staff and consumers.
3. Proven ability to lead and manage a team to deliver change in a complex stakeholder organisation.
4. Highly developed problem-solving and analytical skills demonstrating the ability to provide recommendations to address complex workplace issues.

Behavioural Capabilities

5. Demonstrated ability to persevere in difficult situations, overcome obstacles and reach high levels of performance when faced with stressful work situations and time pressures.

6. Demonstrates a high-level commitment to work, health and safety (WH&S) and displays behaviour consistent with the ACT Public Service Values and Signature Behaviours.

Compliance Requirements

1. Minimum of four years' experience working in a field relevant to this role.
2. Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.
3. AGSVA Negative Vetting 1 (NV1) level = Position of Trust (PoT)

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