ACT Government
Justice and Community Safety

POSITION DESCRIPTION

Directorate: Justice and Community Safety

Division: Corporate Services Group

Business Unit: Governance and Business Improvement

Position Title: Senior Director, Governance, Coordination and Reporting

Position Requirements: Current NV1 security clearance or the ability to obtain and maintain one.

Position Number: 09035

Classification: Senior Officer Grade A (SOGA)

Location: Canberra City, Ngunnawal Country

Last Reviewed: 10/11/2026

DIRECTORATE OVERVIEW

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient and inclusive community.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and support a democratic society;
- Strengthens community safety;
- Protects people's legal and human rights and interests;
- Cares for and supporting people who are at a higher risk of vulnerability;
- Enhances timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Supports formal partnerships and shared decision making with First Nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.

The Directorate advises and supports the following ministerial portfolios:

- Chief Minister
- Attorney-General
- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-Time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women
- Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

GROUP OVERVIEW

The Corporate Services Group (CSG) provides strategic leadership, expert advice and enabling services that support the Directorate to deliver on its vision of *"A Safe, Just, Resilient and Inclusive Community."*

Led by the Chief Operating Officer (COO), the Group partners with JACS portfolio agencies to strengthen organisational capability, support effective decision-making, and deliver efficient, responsive and accountable corporate services. CSG brings together specialist expertise across six branches:

- Capital Works and Infrastructure
- Communication and Engagement
- Governance and Business Improvement
- Chief Information Office
- People, Culture and Safety
- Strategic Finance

BUSINESS UNIT OVERVIEW

The Governance and Business Improvement (GBI) Branch is a dynamic and influential branch within the Directorate, bringing together governance, assurance, ministerial coordination, information management, and business improvement functions to support organisational success.

The Branch plays a critical role in enabling good decision-making, strengthening accountability, managing risk, protecting information, and ensuring the Directorate is responsive to government priorities and community expectations.

The Branch comprises the Governance, Coordination and Reporting (GCR) team and the Ministerial Services Unit (MSU). Collectively, the Branch is responsible for enterprise governance, risk management, audit and assurance, integrity and fraud control, performance reporting, freedom of information (FOI), records and information management, protective security, and ministerial support services.

The Branch works at the centre of the organisation, partnering with senior leaders, JACS portfolio entities, Ministers' Offices and other ACT Government Directorates and agencies to coordinate requests, provide advice, and drive continuous improvement. Staff have the opportunity to contribute to strategic and operational outcomes across a diverse portfolio of responsibilities, gain broad exposure to government processes and decision-making, and help shape how the Directorate delivers on its priorities. The Branch fosters a collaborative, supportive and high-performing environment that values innovation, professional development, service excellence and a commitment to public sector stewardship.

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.

POSITION OVERVIEW

The Senior Director, Governance, Coordination and Reporting plays a pivotal role in establishing and maintaining the Directorate’s governance and assurance environment. The position leads a technical team of subject matter experts focussed on delivering best practice governance advice, services and support in a demanding and complex environment. No working day will ever be the same with portfolio management responsibilities for governance policy and frameworks, audit and assurance, risk management, delegations framework, fraud and corruption prevention, freedom of information, records management, privacy, protective security and business continuity.

The position requires an ability to translate governance principles into fit for purpose solutions that can meet the strategic and operational requirements of a diverse directorate. The Senior Director must be able to manage multiple priorities and have flexibility to take on new activities as required. The occupant of the position must demonstrate strong integrity and leadership skills, handling matters with discretion and while maintaining confidentiality at all times.

WHAT YOU WILL DO

As the Senior Director, you will:

1. Lead the Governance, Coordination and Reporting team, setting priorities, providing practical guidance and contributing directly to delivery across the team's broad portfolio.
2. Coordinate and support the JACS governance framework, ensuring governance arrangements, policies and processes remain practical, fit for purpose and aligned with legislative and ACT Government requirements.
3. Lead or directly undertake work across governance, risk and assurance functions, including strategic and enterprise risk, privacy, data governance, complaints policy and coordination, delegations, fraud and corruption control, records and information management, protective security and business continuity.
4. Support the Head of Internal Audit and Audit and Risk Committee, including coordinating internal audit activities, monitoring agreed actions and liaising with assurance providers, including the ACT Audit Office.
5. Support the Senior Executive Responsible for Business Integrity Risk in delivering fraud and corruption control policy, prevention, awareness, coordination and reporting activities.
6. Coordinate Directorate-wide governance and performance reporting, including Business Plan reporting and reporting to the Strategic Management Committee and other executive and governance forums.
7. Provide practical and timely advice to the JACS Executive, senior leaders and business areas on governance, risk, integrity, assurance and related matters.
8. Work with business areas to develop practical responses to governance, compliance and assurance issues, taking account of operational requirements, risk and available resources.
9. Build effective relationships across JACS, portfolio entities, ACT Government directorates, oversight bodies and other stakeholders to support coordinated outcomes.
10. Represent the Branch and Directorate on relevant committees, working groups and cross-government forums.
11. This position does involve direct supervision of 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. **Professional experience**
   Demonstrated experience working across governance, risk, integrity, assurance or related

corporate functions, with a sound understanding of public sector legislative, administrative and accountability frameworks and the ability to apply these requirements practically.

2. **Research and analytical skills**
   Highly developed analytical and judgement skills, including the ability to quickly understand complex or sensitive issues, identify risks and implications, and provide clear, practical and timely advice.

3. **Business Improvement**
   The ability to think strategically and creatively to apply practical and innovative solutions to support good governance and operational outcomes.

Behavioural Capabilities

4. **Leadership and integrity**
   Demonstrated leadership and management experience operating across a diverse workforce while modelling appropriate accountability and integrity principles.

5. **Stakeholder Engagement**
   Demonstrated ability to develop and maintain professional relationships with both internal and external stakeholders, including the ability to represent the Governance and Business Improvement Branch in a range of situations and forums.

6. **Resilience and Delivery**
   Demonstrated ability to manage competing and sometimes rapidly changing priorities, exercise judgement about where effort is best directed, and deliver high-quality outcomes within available resources and timeframes.

7. **Communication**
   Highly developed written and verbal communication skills, including the ability to distil complex information into concise briefs, reports, policies and advice for executive and governance audiences.

Compliance Requirements/Qualifications

8. This is a position of trust (PoT) that requires the successful applicant to be an Australian citizen and possess or be able to acquire and maintain an Australian Government Security Vetting Agency (AGSVA) security clearance at the NV1 level as an eligibility qualification.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Director, Governance, Coordination and Reporting (position number 09035) 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	Occasionally
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation – This position operates in an activity-based work environment.	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
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	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	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
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