CITY AND ENVIRONMENT DIRECTORATE (CED) POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director, Corporate Governance and Reporting

Classification: Senior Officer Grade C (SOGC)

Position number: P21847

Division: Chief Operating Officer Division

Business unit: Governance, Performance and Strategy

Location: Dickson and hybrid

Reports to: Director, Corporate Governance and Reporting

Date last reviewed: October 2026

Position requirements: Detailed below

DIRECTORATE OVERVIEW

The **City and Environment Directorate (CED)** delivers services, programs and regulatory functions that help shape Canberra as a liveable, sustainable and inclusive city. Working across a diverse portfolio of operational, policy and strategic responsibilities, the Directorate supports the delivery of ACT Government priorities and community outcomes. CED's corporate and governance functions play a critical role in supporting accountability, decision-making, organisational performance and effective government engagement.

DIVISION OVERVIEW

The **Chief Operating Officer (COO)** Division enables the delivery of CED priorities through leadership of the Directorate's corporate services functions, including communications, engagement and media; governance, ministerial and coordination; and people, safety and culture. The Division works across CED to strengthen organisational capability, coordinate corporate priorities and support effective service delivery for the ACT community.

BRANCH OVERVIEW

The **Governance, Ministerial and Coordination (GMC)** Branch delivers strategic governance, ministerial coordination, risk, assurance and security and emergency management functions that support the City and Environment Directorate (CED) to operate effectively and meet its statutory and accountability obligations. The Branch works across the Directorate to support executive decision-making, coordinate government business, strengthen organisational resilience and ensure effective governance, performance and reporting arrangements.

BUSINESS UNIT OVERVIEW

The **Governance** team provides centralised governance, strategy, performance, risk and assurance functions across the Directorate. The team leads organisational planning and reporting, enterprise risk management, audit and assurance, business continuity, records and information governance, and executive governance support. Through trusted advice, robust frameworks and effective oversight, the team strengthens accountability, supports informed decision-making and enables the effective delivery of Directorate priorities.

POSITION PURPOSE

The **Assistant Director, Corporate Governance and Reporting** provides strategic leadership of the Directorate's corporate governance, planning and performance reporting environment. The position contributes to effective organisational oversight by strengthening governance frameworks, supporting informed executive decision-making and promoting accountability across the Directorate. Through collaborative engagement with internal and external stakeholders, the role helps ensure government priorities, statutory obligations and organisational objectives are translated into measurable outcomes and continuous improvement. The position plays a critical role in maintaining public sector integrity, transparency and confidence in the Directorate's governance arrangements.

DUTIES / RESPONSIBILITIES

1. Lead and maintain the Directorate's corporate governance frameworks, policies, processes and reporting arrangements to support effective decision-making, accountability and compliance.
2. Oversee the Directorate's organisational planning, performance and statutory reporting activities, including annual reporting, to ensure compliance with legislative and whole-of-government requirements and support organisational accountability.
3. Provide strategic advice and recommendations to executives and stakeholders on governance, planning, performance, accountability and emerging organisational issues.
4. Monitor, analyse and evaluate organisational performance, risks and trends, identifying opportunities for improvement and supporting evidence-based decision-making.
5. Build and maintain productive relationships with internal and external stakeholders to coordinate governance activities, support whole-of-government reporting requirements and promote consistent governance practices.
6. Lead and develop a high-performing team, manage resources and priorities, and foster a culture of collaboration, accountability, continuous improvement and excellence in service delivery.

Note: This position may involve direct supervision of up to two staff and may allow for opportunity to act as the Director, Corporate Governance and Reporting.

SELECTION CRITERIA (CAPABILITIES)

Applicants should provide concise evidence demonstrating their skills, knowledge and behaviours against each capability. Responses should use practical examples that highlight the applicant's contribution, actions and outcomes achieved.

All applicants are expected to demonstrate:

1. Applies knowledge of governance, accountability and performance frameworks to support effective organisational oversight, compliance and decision-making.
2. Leads and coordinates competing priorities, manages organisational planning and reporting processes, and delivers high-quality outcomes within agreed timeframes.
3. Evaluates information, identifies trends and risks, and develops practical solutions to support organisational objectives and continuous improvement.
4. Develops and maintains effective working relationships with internal and external stakeholders, influences outcomes, and collaborates across teams to achieve shared goals.
5. Prepares clear and concise written materials and delivers verbal communication tailored to a range of audiences, including senior executives and governance forums.
6. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and contributes positively to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Tertiary qualifications in governance, public administration, business, law or a related discipline are highly desirable.
- Experience in corporate governance, strategic planning, performance reporting or a similar role is highly desirable.
- This position does not require a Working with Vulnerable People Check.
- This position does not require a security clearance.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Corporate Governance and Reporting (position number P21847) and indicates how frequently each requirement would be performed. CED 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	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently

Standing for long periods	Occasionally
Designated workstation ***The position in an activity based work environment***	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 (ADOs)	Never
Peaks and troughs	Occasionally
Frequent paid 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)	Occasionally
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 0–5 kg	Occasionally
Lifting 5–10 kg	Occasionally
Lifting 10 kg+	Occasionally
Climbing	Never

Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel—multiple work sites	Occasionally
Frequent travel—driving	Occasionally
Frequent travel—interstate	Occasionally

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	Never

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