

# POSITION DESCRIPTION

**Directorate:** Health and Community Services  
Directorate

**Division:** Office of Professional Leadership

**Business Unit:** Office of the Chief Medical  
Officer and Clinical System Governance Unit

**Position Title:** Director, Clinical System  
Governance

**Position Number:** P57237

**Classification:** Senior Officer Grade B (SOGB)

**Location:** 2-6 Bowes Street, Phillip/Hybrid  
working arrangement

**Last Reviewed:** July 2026

## DIRECTORATE OVERVIEW

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The Health and Community Services Directorate (HCSD) delivers a broad range of health and human services to support the wellbeing of the ACT Community and ensures our public health system meets the community's needs, now and into the future. HCSD provides strategic leadership on policy and population health direction for the ACT health system, ensuring services are innovative, effective, and responsive to community needs.

Alongside health strategy, HCSD is responsible for a range of human services including multicultural affairs, services for older people, housing, women's initiatives, family and domestic violence and homelessness services, and support for children, youth, and families. The Directorate also leads community disaster recovery and Aboriginal and Torres Strait Islander engagement.

HCSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

## DIVISION OVERVIEW

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The Office of Professional Leadership (OPL) provides professional advice and leadership across the ACT health system to help achieve safe, appropriate and effective health care for the ACT community. OPL consists of the following profession leads – the Chief Allied Health Officer, the Chief Medical Officer, the Chief Psychiatrist, the Chief Nursing and Midwifery Officer, and Chief General Practitioner and Primary Care Advisor.

OPL's key roles are to:

- Provide strategic professional leadership and policy direction for the ACT health system in the areas of allied health, general practice, medicine, nursing and midwifery and psychiatry
- Help deliver workforce reforms and workforce planning relevant to health professional staff

- Contribute professional and clinical expertise to achieve and maintain a safe, high quality health system for the ACT
- Optimise systems to support excellence in professional development, training and education of health professional staff
- Represent the ACT Government on national and international forums relevant to professional areas and clinical expertise, and
- Strengthen and develop health care services through supporting innovative models of care and service delivery.

## **BUSINESS UNIT OVERVIEW**

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The Chief Medical Officer oversees the Office of Chief Medical Officer (OCMO) that is responsible for supporting ACT-wide strategic health system medical workforce planning, and the Clinical System Governance Unit (CSGU) that is responsible for ACT health system-wide quality improvement and patient safety systems. The OCMO/CSGU is also the point of liaison for intra-jurisdictional, inter-jurisdictional and national health quality and patient safety initiatives, national workforce issues as well as highly technical and high-cost therapeutics.

The OCMO/CSGU has a decentralised internal structure with a focus on empowering team members to deliver to their full potential with a high level of independence and efficiency. The expectation of the Chief Medical Officer is for the team to provide sophisticated technical advice across diverse clinical issues and effectively manage several ACT-wide projects and frameworks focusing on strategic level engagement. This includes project managing the implementation of the clinical system governance arrangements.

## **POSITION OVERVIEW**

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The Clinical System Governance Unit reports to the CMO and is responsible for supporting ACT-wide clinical system governance and ACT public health system-wide quality improvement and patient safety systems. It is also the ACT liaison point for intra-jurisdictional, inter-jurisdictional and national health quality and patient safety initiatives and conversations.

Responsibilities for this role include supporting the implementation of the ACT Clinical Governance Arrangements and structure. In addition, there will be opportunities for you to lead, develop and undertake quality and safety system reviews, implement ACT-wide quality improvement systems and processes, develop and support health innovation, and provide advice on wider clinical policy matters.

## **WHAT YOU WILL DO**

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As the Director, Clinical System Governance operating under the broad direction of the Senior Director, Clinical System Governance in the OCMO, you will:

- Provide leadership by overseeing allocated projects relevant to the clinical system governance, quality strategy, quality and safety reviews, analysis of clinical quality and safety performance information, and related quality improvement and patient safety initiatives.

- Represent the Quality and Safety Unit at relevant internal and external forums.
- Develop and implement project, communication and change management plans, and gain organisational support to ensure project deliverables are achieved in accordance with the plan.
- Liaise with Executives and stakeholders to ensure that allocated projects are delivered in an effective manner and meet all business processes and policy requirements across multiple organisations.
- Prepare Ministerial and Executive briefings and provide general advice in relation to projects relating to the quality improvement and patient safety strategy and framework, Territory-wide clinical committees and other related matters.
- Undertake other duties that contribute to the Directorate.

## WHAT YOU REQUIRE

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The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

### Professional / Technical Skills and Knowledge

1. Technical expertise in the application of clinical quality improvement tools and methods in healthcare.
2. A strong detailed knowledge base of the national and local health quality improvement and patient safety agenda including demonstrated understanding of clinical governance frameworks, measurement and benchmarking systems.
3. Proven expertise in managing and implementing quality improvement or health innovation projects and analysis of complex health quality and safety performance information.
4. Ability to work under broad supervision to manage several tasks simultaneously and under time pressure, including the provision of urgent/time critical advice and the flexibility to easily pivot and respond to a change in direction.
5. Excellent verbal and written communication skills, with experience in preparing project briefs for Executives, and liaising with a wide range of internal and external stakeholders to maintain effective and respectful relationships.

### Behavioural Capabilities

6. Ability to work as a team member in a decentralised team structure while encouraging individuals to achieve their professional aspirations and leading the whole team to meet the business objectives of the OCMO. Display high levels of emotional intelligence with the ability to work with a range of stakeholders.
7. Demonstrate a commitment to work, health and safety (WH&S) and display behaviour consistent with the ACT Public Service Values of Respect, Integrity, Collaboration and Innovation and Signature Behaviours.

### Compliance Requirements/Qualifications

1. Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

## WORK ENVIRONMENT DESCRIPTION

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The following work environment description outlines the inherent requirements of the role of Assistant Director, Clinical System Governance (P57575) 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                                                                                                                                                          | 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 works in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. | Never        |

| STANDARD HOURS                               | FREQUENCY    |
|----------------------------------------------|--------------|
| Flexible working hours (access to flex time) | Frequently   |
| Fixed or specified start/finish times        | Occasionally |
| Access to Accrued Days Off (ADO's)           | Never        |
| Peaks and troughs                            | Occasionally |
| 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)     | 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 – 5kg  | Occasionally |
| Lifting 5 – 10kg | Occasionally |
| Lifting 10kg+    | Never        |
| Climbing         | Never        |

|                                                           |              |
|-----------------------------------------------------------|--------------|
| Reaching                                                  | Occasionally |
| Bending/squatting                                         | Occasionally |
| Push/pull                                                 | Occasionally |
| Sequential repetitive movements in a short amount of time | Occasionally |

| 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         | Never        |
| Exposure to potentially distressing case material | Occasionally |

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