



POSITION DESCRIPTION

Agency: Cultural Facilities Corporation

Position Number: 1126

Business Unit: Corporate

Classification: SOG B

Position Title: Director, Governance, Audit and Risk

Location: Civic Square

Last Reviewed: July 2026

OVERVIEW

The Cultural Facilities Corporation (CFC) is an ACT Government statutory authority established under the *Cultural Facilities Corporation ACT (1997)*.

The CFC's role is to manage, develop, present, and promote cultural activities across the ACT through a diverse portfolio of performing arts, visual arts, social history and heritage venues. It has specific management responsibilities at:

- [The Canberra Theatre Centre](#)
- [Canberra Museum and Gallery including The Nolan Collection](#)
- [Lanyon Homestead](#)
- [Calthorpes House](#)
- [Mugga-Mugga Cottage](#)
- [Albert Hall](#)

As the ACT Government's largest cultural organisation, the CFC plays a central role in connecting communities with rich artistic and cultural experiences. The CFC's mission is to create transformative cultural experiences that spark imagination and foster connection. Through its venues and programs, the organisation brings together artists, audiences and partners to deliver engaging performances, exhibitions and events, while preserving and interpreting significant collections and heritage places.

This work is supported by strong corporate and operational functions—including finance, marketing, people and culture, facilities management and capital works—which enable high-quality delivery, sustainable operations and continuous improvement across the organisation.

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, and understand, demonstrate and work within the principles and practices of Workplace Diversity and Equity, Workplace Relations and Work, Health and Safety and the ACT Public Service Code of Conduct.

POSITION OVERVIEW

The Director, Governance, Audit and Risk provides leadership and operational management of the Cultural Facilities Corporation's (CFC) governance, audit, and risk functions, supporting robust corporate governance and accountability frameworks across the organisation.

The role reports directly to and supports the Chief Executive Officer in meeting statutory and governance obligations, including providing secretariat and coordination support to the CFC Board and the Audit and Risk Committee. It leads the development and maintenance of key governance and assurance frameworks to strengthen organisational performance, compliance and risk management.

In a period of significant organisational growth, the position plays a critical role in supporting organisation-wide change to ensure the CFC is fully prepared to operate in a substantially expanded and more complex environment, including the introduction of the new Lyric Theatre. This includes working in close partnership with the Executive Director, Canberra Theatre Centre to embed fit-for-purpose governance, risk, and assurance arrangements that enable effective operations at scale.

The Director, Governance, Audit and Risk also works closely with the Chief Financial Officer, Senior Director, People, Culture and Capability and the broader CFC senior leadership team to support integrated decision-making and organisational performance.

As the CFC Senior Executive Responsible for Business Integrity Risk (SERBIR), the role is responsible for implementing the Integrity Framework and leading fraud and corruption prevention planning.

The position also serves as the CFC's designated Child Safety Coordinator, with responsibility for leading the organisation's child safe governance framework and monitoring compliance with the ACT Child Safe Standards and related legislative obligations. The role provides executive oversight of child safety risk management, reporting and assurance activities and supports the Audit and Risk Committee in fulfilling its oversight responsibilities for child safety and wellbeing.

The position has leadership responsibility for:

- Governance and corporate compliance functions, including Board and Committee support
- Strategic and operational risk management frameworks
- Internal audit coordination and assurance activities
- Business continuity and resilience planning
- Fraud and corruption control frameworks
- Child safety governance, compliance, monitoring and assurance, including coordination of reporting to the Audit and Risk Committee
- Annual reporting, Freedom of Information (FOI) coordination, and Ministerial and parliamentary briefing processes.

This position is full-time at 36.75 hours per week.

WHAT YOU WILL DO

Under the broad direction of the Chief Executive Officer, the Director will:

1. Lead and manage governance functions by supporting the CEO and executive in fulfilling statutory and corporate governance obligations, including coordinating systems and processes that ensure compliance with relevant legislation, policies, and ACT Government requirements.
2. Provide secretariat and governance support to the CFC Board and the Audit and Risk Committee, including coordinating meetings, preparing high-quality papers, maintaining records, and supporting the effective operation of governance processes.
3. Develop, implement, and maintain the organisation's strategic risk management plan, including supporting risk identification, assessment, monitoring, and reporting across the organisation.

4. Lead the coordination and delivery of the internal audit strategy and plan, including liaising with auditors, supporting audit processes, monitoring recommendations, and ensuring timely implementation of agreed actions.
5. Develop, implement, and maintain the business continuity and disaster recovery plans and associated frameworks, supporting organisational resilience and preparedness across operational areas.
6. Lead the development and implementation of the fraud control plan and associated awareness and prevention activities, supporting a strong integrity culture and compliance with legislative and policy requirements.
7. Serve as the organisation's designated Child Safety Coordinator by developing, implementing and monitoring child safe governance frameworks, policies and assurance processes to support compliance with the ACT Child Safe Standards, and other relevant obligations.
8. Provide regular reporting to the Chief Executive Officer, Board and Audit and Risk Committee on child safety risks, incidents, compliance activities, training outcomes, workforce screening compliance and continuous improvement initiatives, ensuring child safety is embedded within enterprise risk management and governance processes.
9. Manage whole-of-organisation governance, accountability, and reporting processes, including coordinating the preparation of the Annual Report, overseeing FOI processes, supporting the development of Ministerial briefings and correspondence, and coordinating organisational strategic planning and performance reporting to ensure alignment with organisational priorities and whole-of-government requirements.
10. Provide strategic and operational advice on governance, risk, audit, compliance, and accountability matters, supporting informed decision-making and organisational performance.
11. Lead and support team members by setting clear expectations, managing workloads, and fostering a collaborative, accountable, and professional work environment.
12. Work collaboratively with internal and external stakeholders, including ACT Government agencies, auditors, and oversight bodies, to support governance, assurance, and reporting requirements.
13. Undertake other duties as required in alignment with organisational priorities.

WHAT YOU REQUIRE

The following capabilities and experience are required to perform this role:

1. Demonstrated experience in governance, risk, and audit functions, including the development and implementation of governance frameworks, risk management processes, and assurance activities within a public sector or comparable environment.
2. Proven ability to establish and monitor compliance frameworks, interpret legislative requirements, and provide strategic oversight of organisational compliance obligations, including safety, integrity and safeguarding responsibilities.
3. Experience supporting Board and committee governance arrangements, including contributing to effective processes, compliance, and accountability requirements, and maintaining strong governance and record-keeping practices.

4. Experience contributing to organisational strategic planning, performance reporting, business continuity, fraud and integrity frameworks, and statutory processes such as Annual Reports, Freedom of Information, ministerial briefings and parliamentary matters.
5. Highly developed communication and stakeholder engagement skills, including the ability to provide strategic advice, prepare high-quality governance and Ministerial documentation, support Board and committee processes, and effectively engage and influence a range of stakeholders.
6. Proven leadership capability, including the ability to manage and develop team members, prioritise competing demands, and foster a culture of accountability, professionalism, and continuous improvement.
7. Demonstrated commitment to ACT Public Service values, Code of Conduct, and principles of equity, diversity, and inclusion, with the ability to apply these in a complex project and operational environment.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of this role and indicates how frequently each of these requirements would be performed. Please note that Cultural Facilities Corporation 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	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADOs)	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)	Never
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	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never

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

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	Never

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