



ACT
Government
Digital Canberra

POSITION DESCRIPTION

Directorate: Digital Canberra

Position Number: P40124

Division: Customer, Data and Technology

Classification: Senior Officer Grade C

Branch: Data, AI and Digital Records

Location: Gungahlin (Winyu House) with flexible working arrangements agreed with the supervisor

Business Unit: Data and AI Policy

Position Title: Assistant Director - Data Policy and Governance

Last Reviewed: July 2026

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.

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 as demonstrate the related signature behaviours.

DIVISION OVERVIEW

The Customer, Data and Technology Group enables a modern, digitally empowered ACT Government. By delivering shared services that are efficient, secure, AI-enabled, and customer-focused the group helps ensure that citizens and businesses benefit from responsive, transparent, and innovative public administration.

The group has a wide range of strategy, policy and operational responsibilities across ACT Government including:

- management of Information Communications Technology services,
- service integration and management
- program and project management

- cyber, risk and governance
- strategic asset management
- data and artificial intelligence (AI) including digital records.

BRANCH OVERVIEW

Data, AI and Digital Records Branch (DAIDR) includes the Data and AI Policy, Strategy and Implementation, Data and AI Services, national Data and AI partnerships, and Digital Records Systems and Strategy teams. The branch provides the ACT Government with direction on digital information management, Artificial Intelligence (AI), and data policy and governance. DAIDR represents the ACT Government on interjurisdictional data and AI forums, manages national and state government data and AI partnerships, and provides high level administration for the Government's Electronic Records Management Systems (EDRMS).

POSITION OVERVIEW

The Assistant Director, Data Policy and Governance is responsible for leading the development, implementation and ongoing review of whole-of-government data policy, governance frameworks and strategic initiatives that support the ACT Government's data maturity, information stewardship and evidence-based decision-making.

The position provides specialist policy leadership and authoritative advice on complex and emerging data issues, including data governance, data sharing, data ethics, data management, national data reforms, and the strategic use of data across government. The role works collaboratively with directorates, senior executives and interjurisdictional partners to develop coordinated policy responses and drive consistent approaches to data governance across the ACT Public Service.

Reporting to the Senior Director, Data and AI Policy, the Assistant Director leads a small team responsible for delivering strategic policy projects, managing stakeholder engagement activities, preparing high-quality advice for government and executive decision-makers, and supporting the implementation of the ACT Government's data priorities. The position operates with a high degree of autonomy and is accountable for managing competing priorities, influencing organisational outcomes and contributing to the strategic direction of the Data Policy team and broader Branch

WHAT YOU WILL DO

1. Lead the development, implementation, review and evaluation of whole-of-government data policy, governance frameworks, standards and guidance material.
2. Coordinate and oversee implementation of government priorities relating to data strategy, governance, sharing, ethics and capability.
3. Build and maintain productive relationships with stakeholders across ACT Government directorates, Commonwealth agencies, local jurisdictions and external partners.
4. Lead consultation processes and negotiate outcomes on complex and sensitive policy matters involving diverse stakeholder interests.
5. Manage work programs, priorities and resources to ensure quality outcomes are delivered within agreed timeframes.

6. Prepare high-quality briefs, submissions, correspondence, reports and policy papers for senior executives, Ministers and government decision-makers.
7. Contribute to branch and divisional planning, reporting and continuous improvement activities.

WHAT YOU REQUIRE

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

Professional / Technical Skills and Knowledge

1. Demonstrated experience leading the development, implementation and evaluation of complex public policy, governance frameworks or reform initiatives in a government environment.
2. Strong understanding of contemporary data policy, data governance, data management, information sharing and stewardship principles, including emerging national and jurisdictional developments.
3. Demonstrated ability to analyse complex issues, identify strategic risks and opportunities, and develop practical policy solutions.
4. Highly developed stakeholder engagement, negotiation and influencing skills, including the ability to work collaboratively across organisational boundaries and achieve outcomes in complex environments.
5. Experience leading projects and work programs, managing competing priorities and delivering high-quality outcomes under limited direction.
6. Demonstrated ability to provide authoritative written and verbal advice, including preparation of executive briefings, cabinet-style submissions, discussion papers and reports.
7. Sound understanding of government decision-making processes, governance arrangements and administrative frameworks.
8. Experience supervising staff, managing performance and developing team capability.

Behavioural Capabilities

1. Demonstrate strategic thinking and sound judgement when dealing with complex, sensitive and ambiguous issues.
2. Build productive relationships and collaborates effectively with diverse stakeholders to achieve shared outcomes.
3. Show initiative, resilience and personal accountability while working with a high degree of autonomy.
4. Demonstrate leadership through integrity, professionalism and commitment to ACTPS values. Support and develops others through coaching, mentoring and constructive feedback.

QUALIFICATIONS/ COMPLIANCE REQUIREMENTS

1. This position involves direct supervision of personnel.
2. This position does not require a pre-employment medical.
3. This position does not require a Working with Vulnerable People Check.
4. A CMTEDD-issued ACT Government Personnel Vetting Program certificate (equivalent to a baseline security clearance) is required for this position. More information can be found here: [Accept your offer - Careers and Employment \(act.gov.au\)](https://www.act.gov.au/careers/accept-your-offer).

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director - Data Policy and Governance (P40124) 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 *	Frequently

*Note: the position works in an Activity Based Work (ABW) environment. Under ABW arrangements, staff do not have a designated workstation/desk.

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Occasionally
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	Never

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	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	Never

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