



POSITION DESCRIPTION

Directorate: Digital Canberra

Position Number: P45848

Division: Strategic Finance and Assurance

Classification: ASO4

Business Unit: Strategic Sourcing and Portfolio Management

Location: Hybrid working arrangements (Winyu House and work from home)

Position Title: Branch Support Officer

Last Reviewed: June 2026

Position Requirements:

A current ACT Government CMTEDD issued Personnel Vetting Program certificate is required for this position, or the ability to obtain and maintain one.

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](#).

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.

DIVISION OVERVIEW

The **Strategic Finance and Assurance Group** enables Digital Canberra to achieve its objectives by providing expert financial management, governance, risk, procurement services and portfolio management that support sound decision-making and operational excellence.

Our role is to ensure the Directorate's financial sustainability and integrity by delivering accurate financial reporting, strategic forecasting, and robust budgeting processes. We strengthen governance and assurance frameworks through effective risk management, compliance, and audit practices, while coordinating business planning and supporting corporate committees.

We also drive value for money and transparency in procurement by providing strategic sourcing advice, legal and vendor management support, and procurement planning that aligns with

organisational priorities. Through these functions, the Group safeguards resources, promotes accountability, and enables the Directorate to deliver on government priorities with confidence.

The Group encompasses three branches:

- Governance and Risk
- Strategic Finance
- Strategic Sourcing and Portfolio Management

BUSINESS UNIT OVERVIEW

The Strategic Sourcing and Portfolio Management Branch consists of two sections: Strategic Sourcing and Portfolio Management.

The Strategic Sourcing section is responsible for the planning, sourcing and commercial activities related to procurement and management of vendors, as well as compliance and assurance of sourcing activities in accordance with the ACT Government's procurement legislation, regulation, policy and practices.

The Portfolio Management section leads the development of standards, guidelines and supporting artefacts to support effective and efficient delivery of projects and programs. It coordinates management reporting on the portfolio and assures delivery against established standards and guidelines. It also has carriage of the ongoing professional development of project management professionals in Digital Canberra.

POSITION OVERVIEW

The Branch Support Officer works under direction to provide governance and executive support to the Executive Branch Manager to ensure effective operations of the branch and the DDTS internal governance committees. This position requires developing and maintaining effective processes to ensure the support and smooth operation of the Branch.

This role is based in Gungahlin (Winyu House) with occasional work from other ACT Government locations and regular ability to work from home. There is a requirement to work in the office a minimum of two days per week, with the other days negotiated based on work demands and preferences.

WHAT YOU WILL DO

As the Branch Support Officer, you will:

1. Provide high level and efficient executive support to the Executive Branch Manager, including diary/inbox management, researching, preparing, coordinating and disseminating information for meetings, the organisation of meetings, appointments and events.
2. Support the Assistant Director to provide secretariat support to whole of DDTS committees, including drafting agendas and meeting minutes, maintaining action and decision registers, and ensuring efficient dissemination of information.
3. Work closely with peers across the ACT Government to support effective and collaborative coordination/management, maintenance of various record systems/registers, reporting, and administration of ministerial and internal briefings/correspondence.

4. Manage the Branch's administrative processes including invoices, credit card reconciliation, arranging training, travel and coordinating other administrative activities across the branch and division as needed.
5. Foster productive working relationships to assist individual, team and organisational objectives. This includes an ability to effectively manage outwards and upwards as well as networking and collaborating with peers.
6. Assist the executive office and the branch through contributing to improved ways of thinking, engaging and delivering.
7. This position does not involve direct supervision of staff.

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. Ability to provide executive support to senior management in a demanding and changing environment.
2. Knowledge of secretariat functions and processes to support various committees and meetings.
3. Well developed written and verbal communications skills.
4. Well developed skills in preparing presentations and other documents that employ a variety of visual communication techniques and present content in a concise, and visually engaging manner.
5. Sound knowledge of, or the ability to quickly develop a sound understanding of, the structure of the ACT Government and the business of DDTS.

Behavioural Capabilities

1. Excellent time management skills and resilience with the ability to establish and manage competing priorities and meet deadlines while remaining calm.
2. Well developed liaison skills, including developing and maintaining productive working relationships with managers and relevant stakeholders.
3. Continuous improvement mindset with an ability to review current processes and offer suggestions for business improvement.
4. Understand the importance of protecting confidential information.

Compliance Requirements / Qualifications

The following is a mandatory requirement for the position:

1. An ACT Government CMTEDD issued Personnel Vetting Program certificate is required for this position and will form part of the pre-employment process prior to commencement.

The following are not requirements for the position:

1. This position does not require a pre-employment medical.
2. This position does not require a Working With Vulnerable People (WWVP) check.