



Candidate information pack

Senior Director, Governance and Deputy Registrar
(Senior Officer Grade A)

Long Service Leave Authority (ACT Leave)

Reference No: 1078

Close date: 11.59pm AEST Monday 17 August 2026

Unit 120B, Mode 3 Building
24 Lonsdale Street, Braddon ACT 2612
PO Box 5125, Braddon ACT 2612
T 02 6232 2200 • F 02 6232 2222
E admin@execintell.com.au

Senior Director, Governance and Deputy Registrar, Senior Officer Grade A, Long Service Leave Authority

Position description

Position overview

Reports to:	Chief Executive Officer and Registrar	Staff:	Nil currently. The portfolio and associated workforce are to be established.
Location:	Bruce Canberra, ACT	Employment Type:	Full-time, permanent
Work Arrangement:	Flexible working arrangements	Security Clearance:	Not required
Salary:	Current total remuneration package is \$172,246 + superannuation. <i>Further remuneration may be negotiated with/considered for the right candidate.</i>		

Who we are

The Long Service Leave Authority (ACT Leave) is a Statutory Authority of the ACT Government responsible for the administration of portable long service leave benefit schemes for covered industries within the ACT.

Our vision is to make portable long service leave universally understood and recognised as an important and accepted part of the employment landscape. Our activities are determined by the *Long Service Leave (Portable Schemes) Act 2009*, and we are governed by a Board of Directors appointed under the legislation. ACT Leave is led by the Chief Executive Officer and Registrar, supported by an Executive Team.

ACT Leave provides staff with flexible working arrangements and access to a range of roles and professional development and training opportunities tailored to their career goals and ambitions. Our values: Responsive, Reliable, Approachable, Transparent, and Informative, are at the core of our organisation. We display these values in everything we do, to deliver quality customer service outcomes, exhibit teamwork, be proactive and willing to continuously improve, be outcome focused, accountable for our actions and promote and maintain public confidence in our work.

For more information about ACT Leave, visit our website <https://actleave.act.gov.au/>

About your team

The Governance, Legal and Enforcement Team is responsible for delivering ACT Leave's governance, legal, risk, assurance and enforcement functions. The team plays a central role in fostering a culture and building the capability to ensure the organisation meets its legislative, enforcement and strategic priorities. The team works closely with the Chief Executive Officer, Board and the broader ACT Leave Executive Team, operating as a trusted, enabling function across the organisation.

Your contribution

Reporting directly to the Chief Executive Officer and Registrar and with a functional accountability to the Board, the Senior Director, Governance and Deputy Registrar is a senior leadership role that provides the expert, integrated leadership needed to ensure ACT Leave meets its statutory obligations, operates with integrity and maintains public confidence. In their capacity as Deputy Registrar, the role holder supports and, where authorised, acts on behalf of the Registrar in the exercise of statutory functions under the *Long Service Leave (Portable Schemes) Act 2009*.

Governance and governing board support

- Trusted governance advisor to the Chief Executive Officer and Registrar, Governing Board and its Committees, providing expert, timely and frank advice on governance frameworks, obligations and best practice.
- Lead the design and implementation of ACT Leave's governance framework and relevant policies, maintaining corporate records, statutory registers and governance documentation in accordance with relevant requirements.
- Coordinate the Board and Board Committee meeting cycle, including agendas, papers, minutes and action registers, and support Board performance, induction and capability development in collaboration with the Chair and Chief Executive Officer and Registrar.

Risk and assurance

- Lead the development and ongoing management of ACT Leave's risk management framework, including risk appetite, risk registers and risk reporting to the Chief Executive Officer and Registrar and Board.
- Provide oversight of the internal audit program, coordinating with the Audit and Risk Committee, managing the internal audit provider relationship and tracking the implementation of audit recommendations.
- Develop and maintain the organisation's assurance map to identify coverage gaps and ensure key risks are subject to appropriate oversight and support ACT Leave's fraud and integrity frameworks including risk assessments, prevention strategies and the management of integrity incidents.

Enforcement

- Lead ACT Leave's enforcement function, developing, maintaining and reporting on the Enforcement Program and ensuring obligations under the *Long Service Leave (Portable Schemes) Act 2009* and other applicable legislation are identified, monitored and met.

Deputy Registrar

- Support the Registrar in the exercise of statutory functions under the *Long Service Leave (Portable Schemes) Act 2009*, including the effective administration of portable long service leave schemes, and act as the Registrar when authorised.

Legal coordination

- Lead, coordinate and manage the legal risks for matters affecting ACT Leave's functions, obligations and decisions.
- Monitor the legislative landscape for emerging requirements and advise leadership on implications and required responses.
- Ensure regulatory and reporting obligations to the responsible Minister, ACT Legislative Assembly and ACT Government Directorates are met on time and to a high standard.
- Instruct and manage external legal counsel cost-effectively and provide legal coordination for matters such as coverage, investigations, complaints handling and Freedom of Information requests, as required, noting that this role does not carry responsibility for the provision of legal advice.
- Oversee the escalation of enforcement activities through appropriate legal processes as required, ensuring natural justice and procedural fairness is applied to all matters.

Capability building and organisational leadership

- As a member of the Executive Team, contribute to whole-of-organisation decision-making, strategic planning and the development and management of ACT Leave's Strategic Plan.
- Establish and lead the organisation's governance, legal, risk, assurance and enforcement capability, including designing the functions, recruiting and developing staff and building organisational awareness in these areas.

- Working with the Executive Team, embed a practical, enabling culture across governance and risk functions ensuring they are seen as business partners, not gatekeepers and foster a culture of compliance and ethical conduct across ACT Leave through training and guidance to staff and leaders.
- Model public service values, including the ACT Public Sector Code of Conduct, and demonstrate commitment to fostering respectful, equitable, diverse, inclusive and culturally safe workplaces, and workplace health and safety principles and practices.

Our ideal candidate

Professional / Technical Skills and Knowledge

1. Proven track record in establishing and leading governance, risk, regulatory or legal functions including designing operational frameworks, establishing new functions, building capability and providing evidence-based advice to Boards and Chief Executives.
2. An understanding of Australian administrative law, statutory interpretation and the legislative and accountability frameworks applicable to ACT Government entities including experience in the exercise of statutory functions, regulatory administration or enforcement and the application of procedural fairness principles in decision-making.
3. Strong understanding of risk management frameworks, internal audit practices and assurance methodologies.
4. Excellent written and verbal communication skills including the ability to translate complex legal and governance matters into plain language for non-specialist audiences across a range of formats including board papers, Ministerial briefs and advisory letters.
5. Demonstrated ability to influence with authority, build trusted relationships across an organisation and with a Board and foster a positive, high-performance team culture.

Behavioural Capabilities

This role requires capabilities consistent with the Manager/Expert/Specialist level in the [ACT Public Service Shared Capability Framework](#) and the expectations of a senior leader operating in a small, high-accountable organisation. The following capabilities are essential to success in the role:

Capability	What this looks like in this role
Service Alignment (Service Delivery)	Designs and delivers governance, legal and enforcement programs aligned to ACT Leave's legislative obligations and ACT Government priorities, demonstrating a clear understanding of the broader policy and regulatory environment.
Achieves Results with Integrity (Achieves Results with Integrity)	Establishes clear goals and performance expectations for their team, models ethical work practices, manages potential conflicts of interest and integrity issues proactively and maintains the highest standards of personal and professional conduct.
Community/Stakeholder Relationships (Teamwork)	Ensures the Chief Executive Officer, Board, Executive Team and stakeholders are at the centre of plans and decisions, builds trusted advisor relationships across the organisation and designs systems and processes that are accessible and responsive to stakeholder needs.
An Agile and Responsive Workforce (Thinking and Innovating)	Shapes a working environment where staff feel free to challenge the status quo, develops innovative governance and enforcement practices and drives transformational change in building ACT Leave's governance capability from the ground up.

Capability	What this looks like in this role
Leadership (Leadership)	Takes responsibility for outcomes, follows through on commitments, maintains focus and energy during periods of change and uncertainty, generously shares knowledge and expertise to build collective capability and acts promptly and constructively when workplace issues arise.

Qualifications and other requirements

Preferred

- Tertiary qualifications in law.
- Substantial experience (typically 5 or more years) in a senior legal, governance, risk or regulatory role, with demonstrated capability across multiple domains relevant to this position.
- Demonstrated experience instructing and managing external legal counsel, ensuring advice is cost-effective and aligned with strategic priorities.

Highly desirable

- Experience in a statutory authority, regulatory body or small government agency with a significant legislative remit.
- Experience in a Deputy Registrar, Registrar or equivalent statutory decision-making role.
- Postgraduate qualifications in governance, risk management or a related discipline (for example, the Graduate Diploma in Applied Corporate Governance through the Governance Institute of Australia), or a professional accreditation such as a Graduate member of the Australian Institute of Company Directors.

Work environment description

The following work environment description outlines the inherent requirements of the role of Senior Director, Governance and Deputy Registrar (Position Number: P00410) and indicates how frequently each of these requirements would be performed. Please note that ACT Leave is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

Administrative	Frequency
Telephone use	Occasionally
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Frequently
Administrative	Frequency
Telephone use	Occasionally
General computer use	Frequently

Administrative	Frequency
Extensive keying/data entry	Occasionally
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Frequently
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 (ADO's)	Never
Peaks and troughs	Frequently
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)	Never
Working outdoors	Never
Manual handling	Frequency
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never

Manual handling	Frequency
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never
Travel	Frequency
Frequent travel – multiple work sites	Occasionally
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	Never
Exposure to potentially distressing case material	Never
Other	Frequency
Uniform required	Never
Personal Protective Equipment (PPE) required	Never

Security

No Security Clearance required, however, this position requires the successful candidate to undergo a National Police Check.

Tenure

This is a full-time permanent position.

Eligibility

To be eligible for engagement to the ACT Government applicants must hold a current Australian visa with work rights or be an Australian citizen or permanent resident. There are also restrictions on the employment of people who have received a voluntary redundancy and the exclusion period has not yet expired; were retired due to forfeiture of office, abandonment of employment, as a result of misconduct or underperformance or annulment of appointment during probation; or were an Executive whose engagement was ended under certain circumstances.

Prospective appointees will be required to satisfy character and a National Police Check.

Please note that, with any vacancy, it is important that you check your own circumstances and ability to meet the eligibility requirements.

Reasonable adjustments

Executive Intelligence Group is committed to all prospective applicants and can provide reasonable adjustments during the application and/or the interview process. If you require **Executive Intelligence Group** to provide reasonable adjustments, please contact our Project Managers: Catherine Jennings or Renee Brassington on 02 6232 2200 for a confidential discussion.

Preparing your application

Your application should include a CV and a statement of claims (a short 'pitch' of approximately 1000 words) drawing out why you are interested in the role, what you offer the agency, your skill set, relevant career history and achievements, and your leadership attributes. In preparing your application, we suggest you take account of the criteria outlined above.

In addition to submitting your CV and a statement of claims (or 'pitch') you will be required to fill in some additional fields in our online application form. These include areas such as Key areas of expertise, Major Achievements, Staff Management and Budget Management.

About Executive Intelligence Group

Executive Intelligence Group is a Canberra based executive search and recruitment management firm. We specialise in finding, selecting, developing, coaching and mentoring senior executives across a range of different contexts and sectors.

We are held in high regard by senior decision makers and would be recognised as having exceptional coverage in terms of the number and nature of agencies for which we have completed assignments.

We have extensive experience in generalist, 'difficult to fill' and specialist executive roles, bulk rounds, statutory appointments and private sector positions and an outstanding reputation in dealing with Secretaries, senior executives CEOs and Boards.

If, after reading the selection documentation, you require further information please contact **Helen Innes on (02) 6232 2200**.

Applications must be submitted through the Executive Intelligence Group website.

How to apply

Executive Intelligence Group accepts applications via our website.

When you apply, your details will be saved in your personal, confidential account. Should you apply for any future roles through us, you will not have to re-enter this information. If at any time your personal details change you can update this via your account. It is important to us that you find our website easy to use. If you have any feedback on how we can make the website more user friendly to assist you in completing an application or downloading candidate information, please let us know.

At **Executive Intelligence Group**, we respect the confidentiality of the personal information you provide to us and understand that your privacy is critical.

To review our Privacy Policy please click here: <https://executiveintelligencegroup.com.au/privacy-policy/>.

Important things to note:

- When you apply, you will be asked to declare that all information provided in your application is complete at the time of application lodgement, accurate and not misleading, and that you have disclosed any matters relevant to your suitability, including any changes to your current role/employment arrangements, noting that integrity checks may be undertaken by the client and that a lack of transparency may result in your application being deemed unsuitable.
- When you apply for the first time, please create an account and make a note of your username and password.
- For subsequent applications, you will need to log in to your account and submit your application along with your CV and statement of claims/pitch. I.e. you will need to submit an application for **EVERY** vacancy you are interested in - submitting one application does **NOT** mean you will automatically be considered for other vacancies with **Executive Intelligence Group**.
- You will be required to include the details your statement of claims / pitch directly into the online application form. You do not need to upload your statement of claims / pitch as a separate document / file. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed.
- Please have your current CV ready to upload in a single document. In your CV, it is useful for you to provide a quick snapshot of the key responsibilities you have had in each role over the last 5 years.
- You will have an opportunity to review, edit and print your application before you submit. However, once your application is submitted you will not be able to make any changes.
- Once you have submitted your application, you will receive an automated email. In the event that you do not receive an automated email confirming your application has been submitted please ensure you contact us as there may be an issue with your application lodgement.
- If you do not hear from us about the progress of your application within 3 weeks from the close date, please contact us for an update.
- If at any time, you wish to withdraw from this process you will need to send an email to admin@execintell.com.au to let us know. You are unable to withdraw your application directly from the website.

We can be contacted on 02 6232 2200 or admin@execintell.com.au.

Please note: our office hours are Monday – Friday between 9.00am and 5.00pm. If you have any queries on the advertised position/s or how to apply, please contact us during these times and before applications close.

How to apply online:

6. Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);
7. Find the vacancy you are interested in applying for and click 'More Info'. This will enable you to download the candidate information pack. This will assist you on how approach your application;
8. When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
9. Read the information about applying and press 'Start';

10. This is where you will create your account if you are applying for the first time. If you have used our system previously you can log in with your user name and password;
11. From here you will be guided through an online application form;
12. At the end of the form you will be prompted upload your CV. You **MUST** have your name referenced within the document/s you upload. Please note you should have this already saved in a single document it is preferable to keep the file name of the document short and without symbols for example: **Surname First Name Ref No Job**. Where possible please upload your CV in PDF format, we are also able to accept documents in Word format.
13. If you wish to change any of the sections before you submit you can click on the 'Summary' table on the right-hand side which will take you to the specific page;
14. Submit your application; and
15. You will receive an automatic email with a copy of your application.