Australian Government
Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Salary
$ 126838 to $ 144278

Opportunity Type
Full-Time

Opportunity Status
Non-Ongoing

Opportunity Employment Type
Specified Term

APS Classification
Executive Level 1

Closing Date
10/06/2026

Job Category
Economics, Statistics, Evaluation, Audit, Info/Comm Tech (ICT), Information Management, Library, Other Management, Programme Management, Project Management, Data

Office Arrangement
Flexible

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

EL1 - Assistant Director - RPM and Data Governance (Multiple Roles)

Adelaide SA,Brisbane QLD,Canberra ACT,Melbourne VIC,Sydney NSW

The opportunity we have available

The Land Transport Infrastructure Division (LTID) is seeking expressions of interest for a number of roles in the RPM and Data Governance Section, within the Budget, Policy & Assurance Branch.

These roles are at the centre of how the Australian Government plans, manages and reports on major investments in road and rail projects through the Infrastructure Investment Program (IIP). The Department's Reporting and Program Management (RPM) is the primary system used to manage the IIP, supporting program administration, assurance and reporting. It is used by a wide range of internal and external stakeholders, including departmental officers and funding recipients across Australia.

You'll be part of a small, specialist team that supports the systems and data that underpins reporting on IIP projects, working closely with colleagues across the Department and with state, territory and local government partners. The positions are being established as RPM moves from its initial implementation into an established, businessasusual capability.

Roles in the RPM and Data Governance Section contribute to how the system is used in practice: helping to improve data quality, strengthen reporting, and support users. You'll have the opportunity to build your understanding of infrastructure programs, government systems and datadriven assurance, while contributing to work that has real visibility and impact.

This recruitment process seeks to fill the following roles:

- **EL1 Assistant Director – Product Owner (RPM)**
- **EL1 Assistant Director - Data & Reporting (RPM)**

We are seeking a highperforming **EL1 Product Owner** to provide businessside leadership for a critical digital system supporting nationally significant infrastructure programs. This role suits someone who enjoys working at the intersection of business needs, users and technology, and who can help turn complex requirements into clear, deliverable outcomes.

You will be supported by a Director and work closely with IT delivery teams, data and reporting specialists, and system users across the Department and externally.

We are seeking a highperforming **EL1 Assistant Director – Data & Reporting** to provide leadership in how RPM data is governed, reported and used to support decisionmaking across nationally significant infrastructure programs.

This role suits someone who enjoys working with complex information, improving the quality and credibility of reporting, and helping others use data with confidence. You will work closely with the Director, the Product Owner and delivery partners across business and IT to set clear expectations for data quality, reporting standards and performance insights as RPM operates as a businessasusual system.

These roles offer a unique opportunity to work at the intersection of policy, systems and data, with direct visibility of how major infrastructure investments are managed and reported across government.

The key duties of the position include:

What you will do

EL1 Assistant Director – Product Owner (RPM)

The Assistant Director – Product Owner plays a key role in shaping the ongoing development and effective use of RPM, working with

colleagues across the Department and with the Department's Information Technology Division to improve how the system meets business needs.

The role sits at the intersection of policy, programs, data and technology. It is well suited to someone who enjoys working with stakeholders, improving systems and processes, and helping teams get practical value from digital tools. You will work with senior leaders to coordinate and lead business input into system enhancements and improvements.

In this role, you will:

- Support business leadership for the ongoing development and improvement of RPM, helping to translate organisational priorities into clear, practical system requirements.
- Work closely with IT delivery teams and business stakeholders to support shared understanding of needs, priorities and delivery timeframes.
- Help maintain and prioritise the RPM enhancement backlog, contributing analysis and recommendations that balance business value, delivery effort and risk.
- Assist with planning and oversight of system enhancements, including helping define business requirements, supporting acceptance testing and confirming that delivered changes meet agreed outcomes.
- Engage with internal and external users to understand how RPM is used in practice, receive ideas for improvement and help promote consistent and effective system use.
- Contribute to system governance activities by supporting risk and issue management and providing secretariat and coordination support for relevant governance forums.

EL1 Assistant Director - Data & Reporting (RPM)

The Assistant Director – Data & Reporting provides leadership in how data from the Reporting and Program Management (RPM) system is governed, used and reported across the Department.

Working closely with the Director and the EL1 Product Owner, the role will involve enhancing data quality, reporting standards and internal controls, and ensures RPM data can be relied on as a trusted source for decisionmaking, assurance and external reporting obligations.

The role combines strategic oversight with practical delivery: shaping reporting approaches and governance arrangements, while also leading the development of meaningful insights and performance reporting.

As Assistant Director – Data & Reporting, you will:

- Lead data governance and reporting arrangements for RPM, including setting standards and expectations for data quality, consistency and transparency.
- Design and oversee fitforpurpose reporting and performance insights that support senior decisionmaking, assurance and external accountability requirements.
- Provide leadership on risks, issues and controls related to RPM data and reporting, supporting system outputs.
- Oversee the preparation of highquality reporting, briefing and assurance materials for governance forums.
- Work collaboratively with business areas, IT and operational support teams to embed sustainable, businessasusual data and reporting practices.
- Build reporting capability within the team, including on Power BI.

Role-specific duties include:

EL1 – Product Owner

The successful candidate will work across the following areas:

- Contributing to the identification and prioritisation of system enhancements through the RPM backlog, informed by business needs, user feedback and delivery constraints.
- Translating business requirements into clear, actionable request for IT delivery teams, working as a key interface between users, the Data and Reporting team, and IT.
- Coordinating business input to system changes, including user acceptance testing and confirming readiness for implementation.
- Acting as a key contact point for business users, helping to understand system use and promote consistent practices.
- Supporting governance activities, including tracking risks, issues and contributing to system oversight forums.

EL1 Assistant Director – Data & Reporting

The successful candidate will work across the following areas:

- Supporting data governance arrangements, including data quality, standards, consistency of reporting and confidence in system outputs.
- Contributing to the development and improvement of reporting outputs and performance insights, aligned with agreed reporting standards and governance.
- Assisting with data validation, assurance and continuous improvement activities, including identifying and addressing systemic data issues.
- Working with stakeholders to promote consistent use and understanding of data and reporting outputs.
- Supporting the preparation of reporting and briefing materials for governance and decision-making forums, including during key periods such as Budget and Estimates.
- Support effective governance by identifying and managing risks, issues and controls related to data and reporting, and contributing highquality materials to oversight and decisionmaking bodies.
- Demonstrate professionalism, accountability and a commitment to continuous improvement when exercising delegated authority.

Inherent requirements for the role

The inherent requirements for these roles are:

- The successful candidates for this position will be able to demonstrate their capability against the Executive level 1 Work level standards.
- Demonstrated ability to provide clear, practical advice informed by analysis, organisational priorities and risk.
- Strong stakeholder engagement skills, with the ability to build relationships and influence outcomes across business and technical teams.
- Experience working with systems, data or reporting processes, including the ability to translate business needs into practical solutions.
- Ability to manage competing priorities, exercise judgement and deliver outcomes in a dynamic environment.

- Strong written and verbal communication skills, including the ability to tailor information for different audiences.
- Demonstrated professionalism, integrity and accountability when exercising delegated authority.

Desirable requirements

EL1 – Product Owner

- Experience working with Agile delivery or backlog management
- Experience working with IT delivery teams
- Experience in digital product ownership or similar roles

EL1 Assistant Director – Data & Reporting

- Experience building reports in Power BI
- Advanced data analysis and reporting experience
- Experience in assurance or governance frameworks

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an EL1 you will be expected to:

- Lead the integration of cultural considerations into work area outcomes.
- Build trusted relationships with Aboriginal and/or Torres Strait Islander stakeholders.

- Champion cultural capability within teams and challenges culturally unsafe practices.

Eligibility

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check:** The successful candidate must satisfactory complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under

the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

Contact Officer
Tom Mullins

Contact Phone
(02) 6136 8669

Agency Employment Act
PS Act 1999

Website
Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Position Number
47798

Vacancy Number
VN-0769815

Getting to know the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories.

Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional.

We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women’s progression into senior leadership.

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