



Australian
Centre for
Disease
Control

Job application kit

Executive Level 1

Assistant Director – Data Governance

Reference: 26CDC-DEAB-10170

Job reference number:	26CDC-DEAB-10170
Classification level:	Executive Level 1
Job title:	Assistant Director – Data Governance
Group/Division/Branch/Section:	Strategy and Operations Division / Data, Evidence and Analysis Branch / Data Strategy and Governance Section
Employment type:	Ongoing
Salary:	\$124,951 to \$142,509 per annum
Base location:	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Hobart TAS, Darwin NT, Perth WA
Security clearance requirements:	Baseline Vetting (Protected) as a minimum, to be obtained within 6 months of commencement
Contact officer:	Lucy

About the Australian Centre for Disease Control

The Australian Centre for Disease Control (CDC) is at the frontline of improving Australia's ability to prepare for and respond to public health challenges, including pandemics. The Australian CDC is an independent technical advisory agency on public health matters and a leader in disease control, preparedness, response and prevention.

We bring together experts, data and evidence to provide independent public health advice to government. Our advice informs government decisions about preventing and controlling diseases and preparing Australia for future health threats. The CDC collaborates with national and international health bodies to strengthen Australia's public health infrastructure.

For more information on what we do, visit our website:

[Australian Centre for Disease Control.](https://www.cdc.gov.au/)

Working with us

The Australian CDC is a dynamic place to work, offering professional growth and flexible and competitive employment conditions. Our workspaces and our culture reflect a modern, flexible and safe work environment, empowering our people to deliver their best work. We value diversity and embrace inclusion.

A job with the CDC offers:

- exciting and fulfilling work, collaborating with experts to innovate and contribute to safeguarding Australia from human diseases and public health threats
- networking opportunities with experienced leaders who support you to achieve your career ambitions
- a respectful, inclusive and safe workplace where you are supported to perform at your best
- an attractive remuneration package including generous employer superannuation contributions and allowances
- support for mutually beneficial flexible work arrangements, such as part-time work, or working from home or remotely, where operational requirements allow
- modern, activity-based offices and a digitally enabled work environment to enhance communication, collaboration and innovation.

About the Data Strategy and Governance Section

The Data Strategy and Governance Section provides agency-wide leadership to ensure data is trusted, accessible and used effectively to support public health decision-making. The Section is responsible for developing and implementing the Australian Centre for Disease Control Data Strategy 2026–2031, and for establishing strong governance, stewardship and standards that enable the ethical, secure and purposeful use of data across the organisation and the broader public health ecosystem.

The Section plays a central role in maintaining the integrity of the CDC's data assets, embedding consistent governance frameworks, and promoting high standards of data management across programs and partners. It oversees public health data standards, metadata and analytical architecture to support interoperability, transparency and long-term sustainability of data holdings.

A core focus of the Section is leading strategic reform in secure data sharing and integration across jurisdictions and sectors, bringing together government partners and data custodians to support a more connected, timely and evidence-driven public health system.

By setting clear strategic direction and governance foundations, the Data Strategy and Governance Section underpins the CDC's ability to generate insight, support preparedness and response, and build trust in how public health data is collected, shared and used.

The opportunity

This is an opportunity to play a key leadership role in establishing and strengthening the governance foundations that support the Australian CDC's use of data. As Assistant Director, Data Governance, you will lead the development and implementation of governance frameworks, policies and practices that enable data to be managed consistently, responsibly and effectively across the organisation.

You will have the opportunity to contribute to delivery of the Australian CDC Data Strategy by strengthening organisational data governance capability, improving data stewardship arrangements, and supporting a culture of accountability, quality and continuous improvement. Working across the Australian CDC, you will help establish the governance structures, standards and processes needed to ensure data is managed as a strategic asset in support of public health decision-making.

In this role, you will:

- lead the development, implementation and continuous improvement of the Australian CDC's enterprise data governance framework, policies, standards and supporting guidance
- establish and strengthen data stewardship, accountability and decision-making arrangements to support effective management of data across its lifecycle
- work closely with business areas across the Australian CDC to improve governance practices, embed standards and enhance organisational capability in data management and stewardship
- provide authoritative advice to senior leaders on data governance, stewardship, information management, quality, privacy and ethical use of data
- support governance bodies and decision-making forums through the preparation of policy advice, papers, reporting and recommendations
- identify opportunities to improve governance processes, reduce risk and support greater consistency, transparency and accountability in the management of public health data.

Through this role, you will help establish the capabilities and governance arrangements required to support a modern, trusted and data-driven public health organisation.

Key responsibilities

The Assistant Director will lead the development and implementation of enterprise data governance initiatives across the Australian CDC, including:

- leading the development, implementation and continuous improvement of the Australian CDC's data governance framework, policies, standards and supporting guidance
- establishing and maintaining data stewardship, accountability and governance arrangements that support effective management of data across its lifecycle
- providing expert advice on data governance, information management, privacy, ethics, data quality and related policy issues affecting the collection, management and use of public health data
- developing governance tools, processes and resources that enable consistent application of governance requirements across the Australian CDC
- supporting governance committees and decision-making forums through preparation of papers, reporting, recommendations and implementation tracking
- building organisational capability in data governance, stewardship and management through engagement, guidance, training and support activities
- monitoring governance maturity, identifying risks and improvement opportunities, and supporting implementation of practical governance solutions
- working collaboratively with business areas, digital teams, legal advisers, privacy specialists and other stakeholders to ensure governance arrangements are fit for purpose and aligned with legislative and organisational requirements
- leading governance-related projects and initiatives, including development of implementation plans, management of dependencies and monitoring progress against deliverables
- preparing high-quality briefings, executive correspondence, reports, presentations and committee papers
- managing competing priorities and delivering high-quality outcomes in a dynamic and evolving environment.

Key capabilities

To succeed in this role, you will demonstrate:

- relevant experience contributing to the design, implementation or operation of governance frameworks, policies, standards or related arrangements in a data, information management, policy, regulatory or similarly complex environment
- sound understanding of contemporary data governance and management principles, including stewardship, accountability, quality, privacy, ethics and information management
- strong conceptual and problem-solving skills, with the ability to analyse complex issues, balance organisational objectives, legislative obligations, risk and user needs, and develop practical advice or solutions
- demonstrated ability to engage, collaborate and build effective relationships with diverse stakeholders, including influencing the adoption of governance arrangements and improved ways of working
- highly developed written and verbal communication skills, with the ability to communicate complex matters clearly and prepare high-quality advice, briefings, reports and governance or policy documents for different audiences
- ability to lead and deliver projects or initiatives in a changing environment, manage competing priorities and risks, exercise sound judgement and support a positive, collaborative and evidence-informed culture.

Qualifications and experience

A qualification in data/information management or related fields is desirable.

Security clearance

The successful candidate must be able to obtain and maintain a Baseline security clearance.

Recruitment minimum requirements

Minimum requirements for this role are the ability to:

- experience contributing to the development, implementation or operation of governance frameworks, policies, standards or related governance arrangements in a data, information management, policy, regulatory or comparable environment

- sound understanding of data governance and management principles, including concepts such as data stewardship, accountability, data quality, privacy, ethics or information management
- the ability to analyse issues and provide practical advice or recommendations, including interpreting policy, governance or operational requirements
- communicate effectively and work collaboratively with stakeholders to support agreed outcomes.

RecruitAbility is a scheme which aims to attract applicants with disability and create an equitable, level playing field. All vacancies for the Australian CDC are advertised under the RecruitAbility Scheme.

Applicants with a disability are advanced to a further stage in the selection process if they:

- opt into the scheme
- declare they have disability
- meet the minimum requirements of a vacancy advertised under the scheme.

Candidates who opt into RecruitAbility are not required to provide specific details of their disability to the panel. More information on RecruitAbility can be found here:

[RecruitAbility scheme: A guide for applicants.](#)

Application response (single page application)

Your application will be assessed on your ability to demonstrate that you possess, or have the real potential to develop, the required skills, knowledge, experience and qualifications to perform the role. These requirements are based on the information provided to you as part of the job advertisement, in line with the [APS Work Level Standards](#).

Applicants are required to submit an [Australian CDC application form](#), accompanied by a one-page pitch framed around the key duties and key capabilities. **Your one-page pitch should be no more than 500 words. Applications that do not meet these requirements may not be considered.**

Eligibility

It is a requirement for anyone who is employed by the CDC to be an Australian citizen.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

How to apply

Apply by 11:30 pm AEDT on Sunday 11 October 2026.

To be considered for this role, applicants must submit a completed [Australian CDC application form](#), and provide:

- A 'one-page pitch' addressing the key duties and capabilities. This is your chance to tell us why you are the right person for the job and what you will bring to the role. We want to know why you want to work at the Australian CDC, why you are interested in the role, how you can add value, and how your skills and experience apply.
- You will also need to email your resume of no more than 4 pages, including the contact details of at least 2 nominated referees to jobs@cdc.gov.au to complete your application.

Note: All required documents must be submitted for applications to be considered. Incomplete applications may not proceed to shortlisting.

Who to contact

If you experience any difficulties accessing or submitting your application, please contact our Recruitment team via jobs@cdc.gov.au

Indicative timeline for recruitment*	Date
Applications open	Monday 21 September 2026
Applications close	Sunday 11 October 2026
Application shortlisting	Finalised by Friday 23 October 2026
Interviews	Commencing Monday 9 November 2026

**** Please note that shortlisting and interview timelines may be subject to change***

Work environment description

Responsibilities – As detailed in Section 28 of the [Work Health and Safety Act 2011](#) while at work, a worker must:

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers
- complete all WHS related induction and training
- report all work-related incidents or illnesses to the WHS Section.

Description	Requirement	Additional information
Administrative		
1. Computer use	Yes	
2. Generic screen based	Yes	
3. Sitting at desk	Yes	
4. Standing for long periods	No	
Manual handling		
5. Lifting 0–15kg	No	
6. Lifting 15 kg +	No	
7. Climbing	No	
8. Bending	No	
9. Squatting	No	
10. Reaching	No	
11. Push/pull	No	

Description	Requirement	Additional information
12. Sequential repetitive movements in short period of time	No	
13. Manual dexterity/manipulation	No	
14. Work with others towards shared goals in a team environment	Yes	
15. Works in isolation from other staff	No	
16. Distance walking (that is, large building or inter-building transit)	No	
17. Works outdoors	No	
18. Works in a call centre environment	No	
19. Works in a customer service environment	No	
Tasks involving		
20. Exposure to chemicals	No	
21. Exposure to biological hazards	No	
22. Working at heights	No	
23. Requirement to wear Personal Protective Equipment (PPE)	No	
24. Requirement for full-colour vision	No	
25. Work with energetics and explosives	No	
26. Exposure to petrol, oil, lubricant products that may cause dermatological conditions	No	
27. Exposure to extreme temperatures	No	
28. Confined spaces	No	
29. Exposure to non-ionising radiation	No	
30. Excessive noise	No	
31. Low lighting	No	
32. Dangerous goods/equipment	No	

Description	Requirement	Additional information
33. Exposure to airborne odours	No	
34. Frequent travel – vehicle	No	
36. Frequent travel – seaborne	No	
Cyclic workload		
37. Peaks and troughs	No	
38. Frequent overtime	No	
39. Rostered shift work	No	