



ACT
Government

Infrastructure Canberra

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Position Number: P70581

Division: Delivery – Transport and Civil

Classification: Senior Officer Grade A

Branch: Program Delivery Office

Location: Canberra City / Hybrid

Position Title: Senior Director, Program Delivery Office

Last Reviewed: August 2026

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.

DIRECTORATE OVERVIEW

Infrastructure Canberra's (iCBR) vision is to enrich and connect our communities through sustainable and transformative infrastructure, places and spaces. At iCBR, we are the Territory's expert on capital infrastructure, and our purpose is to efficiently develop, deliver and maintain infrastructure, places and spaces with our partners, for our community.

Our strategic priorities:

- Our people and our culture at our heart
- Excellence in service
- Partnering for success
- Better tools for outstanding outcomes.

We value safety, integrity, respect, excellence, innovation and collaboration and we uphold Yindyamarra to respect, honour, be kind, be gentle and be careful in every aspect of our work.

Our core functions:

- Supporting the planning, and leading the procurement and deliver, of government infrastructure programs and projects in partnership with ACT Government directorates.
- Leading leasing and associated property management and maintenance services across the ACT Government property portfolio.
- Leading the development, procurement and delivery of large-scale infrastructure projects for the ACT Government.

- Coordinating and shaping the ACT Infrastructure Plan and Pipeline and developing a portfolio and program management framework to support ACT Government infrastructure initiatives.
- Providing strategic advice, expertise and assurance across the ACT Government and decision-makers, industry and key stakeholders on infrastructure policy, investment, planning, delivery and management.

DIVISION OVERVIEW

Within iCBR, the Delivery - Transport and Civil (T&C) group is responsible for the procurement and delivery of Tier 1 and 2 infrastructure projects for the people of Canberra. This includes projects such as the Light Rail Stage 2 program of works, Roads Infrastructure projects and Waste Infrastructure projects. The division also supports partner directorates, including City and Environment Directorate and the City Renewal Authority, in the delivery of Tier 3 projects through provision of procurement and contract management services. Within T&C there are a range of teams who support the delivery of these projects, including the Program Delivery Office (PDO), the Commercial branch, Civil Infrastructure branch, Transport branch and the Waste Infrastructure Branch.

POSITION OVERVIEW

The Senior Director, PDO reports to the PDO Lead providing strategic direction to ensure the program of projects T&C is responsible for delivering are prioritised, resourced, governed, and delivered to agreed outcomes. Build and maintain the workforce required to deliver programs safely, efficiently, and predictably, while uplifting capability across project controls and delivery disciplines.

The Senior Director, PDO is expected to liaise closely with staff and advisors across the Project Teams, iCBR and the ACT Government, including contractor agencies and the Territory's delivery partners.

The primary responsibilities of the position are to:

- Provide strategic and operational leadership to across recruitment and risk management functions including oversight of the development, review, and approval of policies, frameworks, systems, and controls, while delivering high-level advice to Executives and ensuring effective management of statutory and corporate reporting obligations, including annual reporting.
- Develop priorities, translate strategy into roadmaps, delivery cadences, and resourcing plans.
- Establish, maintain and continuously improve the PDO operating model, including governance processes, standards, roles, responsibilities and delivery tools.
- Develop and implement infrastructure portfolio workforce planning strategies, including demand forecasting, capacity analysis, utilisation planning and scenario modelling to support delivery outcomes.

- Build and maintain infrastructure workforce capability frameworks, including skills taxonomies, capability assessments, succession planning and talent development initiatives.
- Lead capability uplift programs through training, mentoring, communities of practice and professional development pathways.
- Define, implement and assure project delivery standards across Risk Management, Change Control and Reporting.
- Oversee independent project assurance activities, reviews and health checks to support informed decision-making and successful delivery outcomes.
- Monitor and manage portfolio risks, ensuring mitigation strategies address delivery, workforce capability, safety and business continuity requirements.
- Ensure compliance with government policies, legislative obligations, assurance requirements and audit recommendations.
- Champion continuous improvement, digital ways of working and organisational change initiatives that enhance delivery performance and outcomes.
- Embed lessons learned and post-implementation review findings into delivery frameworks, practices and workforce development activities.
- Maintain effective information and document management practices to support governance, transparency and project delivery requirements.
- Other activities as required.
- Adhere to and promote an awareness of the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety (WHS), and the ACTPS Values and Signature Behaviours, to maintain a safe, healthy and fair workplace for all staff.

WHAT YOU REQUIRE

The following capabilities are required to perform the duties and responsibilities of the position.

Professional/Technical Skills and Knowledge

1. Demonstrated ability to translate strategic objectives into effective portfolio and project delivery frameworks, including workforce planning, demand forecasting, resource management, capability development and continuous improvement initiatives
2. Demonstrated experience in workforce planning and capability development, including demand forecasting, resource optimisation, skills gap analysis, succession planning and the implementation of capability uplift initiatives within a project, program or portfolio environment.
3. Demonstrated ability to establish and drive portfolio assurance, performance monitoring and continuous improvement activities, using data and insights to support decision-making and improve delivery outcomes.

Behavioural Capabilities

4. Highly developed communication, negotiation and influencing skills, with the ability to build productive relationships and provide strategic advice to executives, project teams and delivery partners.

5. Proven leadership capability, including the ability to build high-performing teams, foster collaboration, and promote a culture of trust, inclusion and continuous learning.
6. Demonstrated commitment to the ACT Public Service Values and Signature Behaviours, Respect, Equity and Diversity principles, workplace health and safety, and creating a respectful, safe and inclusive workplace.

Compliance Requirements / Qualifications

Desirable:

- A degree or diploma in Project Management, Human Resource Management, Business Management or a related discipline, or demonstrated equivalent experience (a copy of qualifications should be provided with the application).
- Demonstrated experience developing and implementing workforce planning, capability development and talent management initiatives within a project, program or portfolio environment.
- Demonstrated experience in project or portfolio resource planning, including demand forecasting, workforce allocation and capacity management.
- Experience supporting the delivery of major infrastructure, construction or capital works programs would be highly regarded.
- Working knowledge of project management systems and document management platforms, including Aconex and Objective, is desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of this role 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	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Occasionally
STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Frequently
Access to Accrued Days Off (ADO's)	Never

Peaks and troughs	Occasionally
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)	Occasionally
Working outdoors	Occasionally
MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never
TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally