

POSITION DESCRIPTION – PRINCIPAL PROJECT MANAGER

Directorate: City Renewal Authority	Position Number: P70463
Business Unit: Capital Works	Classification: Infrastructure Officer 05
Position Title: Principal Project Manager	Last reviewed: August 2026

CITY RENEWAL AUTHORITY

The City Renewal Authority (City Renewal) is established under section 7 of the *City Renewal Authority and Suburban Land Agency Act 2017* (the Act). City Renewal is charged with leading the transformation of the City Renewal Precinct, which spans Dickson, Northbourne Avenue, Haig Park, Civic and Acton Waterfront. Our objectives are set out in section 8 of the Act and include:

- the encouragement and promotion of a vibrant city through the delivery of design-led, people-focussed urban renewal,
- the encouragement and promotion of social and environmental sustainability, and
- operational effectiveness, delivering value for money using sound risk practices.

Our strategies to achieve these are set out in our 2025 - 2030 Strategic Plan and the City Precinct Renewal Program, and our success will be measured by:

- a revitalised City Renewal Precinct that is sustainable, liveable, and attractive,
- a diverse and active residential population that has a strong sense of community, and
- the take-up of economic and business incubation opportunities for enterprises, small start-ups, and creative people.

BUSINESS UNIT OVERVIEW

The Capital Works team delivers urban renewal infrastructure projects within the City Renewal Precinct. These projects support social and environmental sustainability through design and place-based outcomes.

The team comprises professionals from a range of backgrounds and disciplines, with experience across the public, private, and community sectors. Working collaboratively with construction partners, consultants, the community, businesses, government agencies, and other City Renewal and ACT Government business units, the team plans, manages, and delivers infrastructure projects in line with City Renewal objectives and priorities.

Responsibilities include strategic business planning, program and risk management, budget oversight, procurement, contract management, and project delivery. All activities are undertaken in

accordance with relevant City Renewal and ACT Government strategies, policies, procedures, and legislation.

As a Principal Project Manager, you will lead the planning and delivery of urban renewal infrastructure projects within the City Renewal Precinct. The role involves managing projects with a high degree of responsibility and autonomy while working with internal and external stakeholders. You will contribute to the delivery of City Renewal's capital works program and support organisational objectives.

The Capital Works team works closely with Infrastructure Canberra on procurement activities and with the City and Environment Directorate, which is the asset owner for most assets across the portfolio, to support project delivery and asset handover.

POSITION OVERVIEW

Reporting to the Program Director, Capital Works, the Principal Project Manager leads the delivery of infrastructure projects and provides leadership, supervision, and mentoring to team members. Key responsibilities include:

Project Delivery

- Lead the delivery of infrastructure projects, ensuring outcomes are achieved within approved time, cost, scope, and quality parameters.
- Manage design, procurement, contract administration, construction, and project close-out activities across the project lifecycle.
- Act as the Principal's Representative for design and construction contracts.

Procurement and Contract Management

- Lead procurement activities and manage design, consultancy, and construction contracts.
- Review tender documentation, technical specifications, submissions, financial reports, and contract deliverables.
- Provide advice on contractual matters, delivery strategies, procurement approaches, and project risks.
- Ensure procurement and contract management activities comply with relevant legislation, policies, and governance requirements.

Risk, Governance and Reporting

- Identify, assess, and manage project, procurement, and contract risks.
- Develop and implement risk mitigation strategies in consultation with stakeholders.
- Prepare and review briefs, reports, minutes, procurement documentation, and other project records.
- Analyse project and procurement information to support reporting, governance, risk management, and decision-making.
- Ensure compliance with relevant legislation, policy frameworks, governance requirements, and capital works and procurement frameworks.

Leadership and People Management

- Lead, supervise, mentor, and develop team members.

- Manage staff responsible for project management, procurement, and contract management activities.
- Support capability development and knowledge sharing across the organisation.

Stakeholder Engagement

- Build and maintain effective working relationships with internal and external stakeholders.
- Work collaboratively with consultants, contractors, community representatives, government agencies, and other stakeholders to achieve project outcomes.
- Represent City Renewal on government, industry, and inter-agency working groups and committees as required.

Culture and Workplace Responsibilities

- Promote the ACTPS Values, Signature Behaviours, and the Respect, Equity and Diversity (RED) Framework.
- Support workplace health and safety requirements.
- Contribute to a safe, respectful, and inclusive workplace culture.

The responsibilities listed above provide an overview of the role. The Principal Project Manager may be required to undertake additional duties consistent with the position classification and operational requirements.

SELECTION CRITERIA

Professional/Technical Skills and Knowledge

1. Demonstrated experience in the delivery of ACT Government infrastructure projects, including procurement, contract management, project management, and risk management. Proven ability to apply relevant legislative, policy, and governance frameworks, and deliver outcomes within agreed time, cost, scope, and quality parameters.
2. Well-developed written and verbal communication skills, with the ability to prepare high-quality documentation and represent City Renewal in negotiations and consultations with suppliers, utilities, industry bodies, government agencies, community representatives, businesses, and other stakeholders.

Behavioural Capabilities

3. Proven ability to lead and mentor staff, work collaboratively, manage competing priorities, and deliver high-quality outcomes in a complex and dynamic environment.
4. Demonstrated understanding of and commitment to Respect, Equity and Diversity (RED), participative workplace practices, and Work Health and Safety (WHS) requirements, including the application of WHS principles in construction environments.

Qualifications / Requirements

Mandatory

1. Relevant tertiary qualifications in engineering, architecture, landscape architecture, project management, or a related discipline, and/or membership of a recognised professional body in Australia.
2. Substantial experience in the delivery of infrastructure projects, including design, construction and project management.

Desirable

Hold, or be willing to obtain, the following accreditations:

- General Construction Induction Card (White Card).
- 10830NAT Course in Crystalline Silica Exposure Prevention.
- 80803ACT, 10314NAT, 10675NAT, or 11084NAT Course in Asbestos Awareness.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of the Principal Project Manager (P70463) 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	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
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	Occasionally
Frequent overtime	Occasionally
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)	Never
Working in a call centre environment	Never
Working directly with the public	Frequently

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	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	Occasionally
Frequent travel – interstate	Occasionally

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	Occasionally
Potential to encounter agitated customers	Occasionally

OTHER	FREQUENCY
Uniform required	Occasionally
Personal Protective Equipment (PPE) required: - Steel capped shoes - High visibility vest or clothing	Frequently