

POSITION DESCRIPTION

Directorate: Infrastructure Canberra (iCBR)

Position Number: P68858

Division: People, Engagement and Operations

Classification: Senior Officer Grade B

Business Unit: Executive Group Manager Office

Location: City/Flexible

Last Reviewed: November 2025

Position Title: Director

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 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

People, Engagement and Operations is dedicated to fostering a vibrant, inclusive, and collaborative environment across iCBR, our partners, communities and stakeholders. Our mission is to set and drive iCBR's strategic direction with a primary focus on developing, enhancing and implementing communication, engagement, capability, cultural, transformation, corporate services and work health and safety initiatives across the organisation.

We are accountable for a range of functions including organisational strategy, transformation and culture, learning and development, industry and industrial relations, communications, stakeholder and community engagement, corporate governance, ministerial and cabinet services, human resources and work health and safety across all iCBR projects, programs and operations. We develop and implement organisational approaches and ways of working to deliver on our strategic priorities and provide the guidance and support for our people and partners to embed safety, cultural, diversity, equity and inclusion practices into their everyday work.

Our focus is on building a values-based culture supporting our people and services to be adaptable and dynamic, empowering our people to achieve wellbeing, high performance and collective success through various initiatives including strategy and people plans, capability and learning and development frameworks and people focused safety programs.

We strive to enhance organisational excellence and maximise value. We drive and incubate innovation and opportunities to challenge the status quo, foster collaboration and communities of practice to embed continuous improvement and learning practices and optimise outcomes. This includes embedding a culture of safety, robust governance, and effective people, engagement and operational services to support the delivery of iCBR's strategic priorities.

BUSINESS UNIT OVERVIEW

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, and Yindyamarra, as well demonstrate the related signature behaviours.

Executive Group Manager Office

The Executive Group Managers Office enables the group and its branches to operate effectively, respond flexibly, and deliver on shared priorities. We reinforce collaboration, improve decision-making readiness, and build a high-performing, purpose-driven support culture.

POSITION OVERVIEW

The Director is responsible for providing high-level executive and project support to the Executive Group Manager, People, Engagement and Operations, ensuring flexible and effective support and service delivery to all branches.

Under broad direction, the Director will work across the People, Engagement and Operations Group, providing strategic advice to the Executive Group Manager and other members of the Leadership Team, driving coordination and performance of the group executive support team, managing and coordinating projects, and overseeing executive support and administrative functions for the group (including financial, human resources and other operational activities).

The role requires an ability to manage competing priorities while supporting a dynamic, cross-functional team with varying requirements. A high level of independence and impartiality is also important.

This position involves the direct supervision of staff, and the broader Executive Support Team across the group, with a strong focus on cohesive service delivery excellence.

WHAT YOU WILL DO

Under broad direction, the Director will undertake a range of tasks to support the Executive Group Manager and broader People, Engagement and Operations Group to deliver on their objectives. This includes, but is not limited to:

- Prepare strategic advice and information to facilitate informed decision making across the group and to ensure activities are undertaken in a cohesive and coordinated way.
- Lead and / or contribute to projects and other activities aligned with group and iCBR's priorities and strategic documents.
- Lead the executive support team function across the group, ensuring consistent and effective coordination of correspondence, administrative activities, and driving continuous improvement.
- Oversee the coordination and tracking of incoming and outgoing correspondence as well as finance, human resources and other administrative activities happening across the group, ensuring completeness and accuracy of all actions.
- Manage all reporting requirements across the group, ensuring the provision of comprehensive, timely and accurate information to key stakeholders.
- Proactively identify opportunities to optimise systems, processes and ways of working across the group to drive efficiencies and quality in outcomes.
- Provide issue management and support into emerging operational matters with the view to minimise disruption and, ultimately, ensure effective resolution.

- Undertake research, critically analyse and evaluate, take appropriate action on reports, submissions and other information requested by or provided to the Executive Group Manager to ensure relevance, completeness and accuracy.
- Foster productive working relationships across the organisation to support branch, group and organisational objectives. This includes networking across and collaborating with other executives and executive support staff.
- Manage confidential and sensitive information in accordance with the relevant legislative and policy principles including maintaining records in accordance with the Territory Records Act.
- Undertake other duties appropriate to this level.

WHAT YOU REQUIRE

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

Professional / Technical Skills and Knowledge

1. Demonstrated experience providing strategic advice to senior executives across a range of complex matters, managing and coordinating projects, and overseeing executive support and administrative functions in a dynamic, cross-functional team. This includes the ability to work independently and with a high level of diplomacy and confidentiality.
2. Effective communication (verbal and written), interpersonal, liaison and problem-solving skills including the ability to work with people across different levels, to represent iCBR in a range of situations and build productive relationships with a diverse range of stakeholders.
3. Highly developed research and analytical skills, with a demonstrated ability to make sound judgements on sensitive issues, provide balanced analysis and advice, and ultimately, implement effective solutions to complex problems.
4. Strong organisational and management skills with a demonstrated ability and willingness to be proactive, flexible and manage competing priorities while working independently.

Behavioural Capabilities

5. Represent the interests of iCBR as a whole and engage with other business units to deliver a unified service to the ACT Government and the customers.
6. Behave with respect, integrity, honesty and transparency in performing your duties, managing and using government resources, dealing with contractors and providers, and working with partners and with industry.

Compliance Requirements / Qualifications

Highly desirable:

7. Experience in providing executive and project support in an infrastructure related environment.
8. Demonstrated experience in leading teams and enabling high-performance service delivery across a complex organisational environment.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Executive Officer (position number P68858) 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	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never

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	Never
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)	Never
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+	Occasionally
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

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	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally