POSITION DESCRIPTION

Directorate: Infrastructure Canberra (iCBR)

Position Number: P53780

Division: Delivery – Transport and Civil (DT&C)

Classification: Senior Officer Grade B

Business Unit: Program Delivery Office (PDO)

Location: Canberra City / Hybrid

Position Title: Director, Risk and Assurance

Last Reviewed: October 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

iCBR'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

Within iCBR, DT&C 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 (CED), City Renewal Authority (CRA) and Suburban Land Agency (SRA), in the delivery of tier 3 projects through provision of procurement and contract management services. Within DT&C there are a range of teams who support the delivery of these projects, including the Program Delivery Office, the Commercial branch, Civil Infrastructure branch, Transport branch and the Waste Infrastructure branch.

POSITION OVERVIEW

The Director, Risk and Assurance sits within PDO and reports to the Senior Director, Program Delivery Office. The position is responsible for overseeing risk management, change management and quality assurance across all T&C projects and advising on strategic risk across the T&C portfolio.

The primary responsibilities for the Director, Risk and Assurance are:

- Ensure risk, change and quality assurance practices are aligned with the Infrastructure Canberra Project Delivery Framework, the ACT Capital Investment Framework, iCBR frameworks, and T&C governance requirements, while also contributing to broader T&C strategic objectives, planning, and reporting.
- Lead the implementation and maintenance of T&C's risk, change and quality assurance management frameworks, methodologies and standard operating procedures, ensuring consistent adoption of processes, tools and templates across all projects.
- Deliver quarterly risk management workshops across all T&C projects and report workshop outcomes and program trends through relevant governance forums.
- Coordinate independent assurance reviews, monitor implementation of review recommendations and report assurance outcomes and emerging themes through relevant governance forums.
- Drive continuous improvement across processes, tools, reporting and frameworks, including regular review and update of policies, standard operating procedures, frameworks and systems
- Provide advice on risk, assurance and change functions and support the Senior Director, Program Delivery Office with management of T&C strategic risk and executive reporting obligations.
- Coordinate with function leads to deliver project governance responsibilities, strengthen governance maturity and ensure compliance with Legislation, ACTPS Policy and T&C Annual Reporting Requirements.
- Provide leadership and management within the PDO with a focus to champion continuous improvement, fostering innovation and change and building technical and soft-skill capability and supporting succession planning.
- Adhere to and promote an awareness of the principles of the Respect Equity and Diversity (RED)

Framework, Work Health and Safety (WHS) best practices, and the ACTPS Values and Signature Behaviours, to maintain a safe, healthy and fair workplace for all staff.

- This position may be responsible for staff supervision and management including but not limited to performance management and identifying areas for professional development.

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 in applying risk management, change management and quality assurance frameworks, including providing strategic and specific project controls advice.
2. Highly developed verbal and written communication skills, including demonstrated ability to influence, liaise and negotiate effectively, in a professional manner, with a broad range of stakeholders, as well as the ability to work both collaboratively and independently.
3. Proven experience in managing and guiding project teams to agree on priorities; working under pressure in a confidential environment; and ability to identify and implement new ideas, initiatives and systems.

Behavioural Capabilities

4. Demonstrated analytical thinking, particularly the ability to understand how complex issues integrate and to make decisions based on relevant experience and an understanding of the wider context.
5. Demonstrated understanding and commitment to the ACT Government and iCBR Values framework, RED framework, WHS best practice and industrial democracy principles and practice.

Compliance Requirements / Qualifications

Desirable:

- Relevant tertiary qualifications in project management and/or experience in a project delivery environment will be an advantage.
- A good working knowledge of Objective and Microsoft Office will be an advantage.
- An understanding of the ACT Government business and administrative processes, or equivalent.

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	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Occasionally
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	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	Never
PHYSICAL DEMANDS	**FREQUENCY**
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never
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
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never
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