ACT Government
Infrastructure Canberra

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Division: Delivery – Health, Education and Justice

Branch: Education Projects and Property Upgrades

Position Title: Infrastructure Project Manager

Position Number: P55792

Classification: Infrastructure Officer 3

Location: Civic

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

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

The Delivery – Health, Education and Justice (HEJ) Division is responsible for the procurement and delivery of infrastructure projects for the people of Canberra. A dedicated team within iCBR provides:

- Delivery of major infrastructure projects on behalf of government
- Strategic advice to government on major infrastructure projects
- Procurement services for capital works projects
- Project management and contract administration for the delivery of a range of Territory-funded capital works projects.

The HEJ team consists of industry professionals with the broad range of skills and expertise required across the built and natural environment sectors to successfully deliver a diverse and complex infrastructure portfolio. Through its integrated team the division provides strategic advice to directorates and Treasury in relation to the planning and business case approvals for the capital works program.

BRANCH OVERVIEW

Who we are
Within the Delivery - Health, Education, Justice (HEJ) Division, Education Projects and Property Upgrades team provides the planning and oversight required to establish maintenance and capital upgrade programs across the asset portfolio as well as for the design, construction and delivery of new facilities for the ACT community.

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

Our team includes staff with professional trades, customer service and real estate, building management, procurement and project management, administrative and management backgrounds.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive service from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

What we offer

- Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Government and Canberra community.
- The opportunity to work with passionate, innovative and experienced team with support for you to excel in the organisation and your role.
- A flexible workplace with modern fit out enabling activity-based work.
- The opportunity to develop and grow in a government infrastructure delivery agency.

The team you will work in
The Team is responsible for ensuring the Territory has great learning spaces, whether that is building new schools, modernising existing assets, replacing a leaking roof, or improving accessibility for people with disabilities.

The Team is also responsible for the asset and capital works management on properties that iCBR is custodian of or manages on behalf of various directorates, providing technical advice and decision making. The team also oversees procurements and contract planning and management for capital and maintenance works, and other procurements undertaken by the group. The team provides expert advice, centralised reporting and management.

POSITION OVERVIEW

This role is responsible for providing support to the team in meeting its project delivery requirements to one or more partner directorate portfolios.

Working closely with the Senior Project Manager and Principal Project Manager, and under limited supervision, the Infrastructure Officer will ensure timely governance, administrative, financial and project management tasks.

WHAT YOU WILL DO

Under general direction, undertake work required for delivering the team's responsibilities and tasks, which may include:

- Deliver a range of infrastructure projects from project inception or an agreed project delivery stage through to completion, within defined time, cost, scope, and quality parameters.
- Represent or negotiate within set parameters on behalf of partner areas to provide procurement, project management, and contract administration services in line with ACT Government policies and processes.
- Undertake project planning activities including feasibility studies, site investigations, development of project briefs, risk assessments, and preparation of procurement documentation.
- Manage design processes, monitor contractor performance, administer contracts as the Principal's Representative, and ensure delivery aligns with statutory and contractual requirements.
- Contribute to the preparation of technical specifications, financial reports, project plans, ministerial briefs, and correspondence as required.
- Engage directly with stakeholders and end users, including school communities, to inform project planning, design development, and delivery, where applicable.
- Follow the guidelines in the Capital Framework for the planning and delivery of capital works projects and adhere to the Government Procurement Act and Government Procurement Regulation.
- Identify project risks and implement mitigation strategies and contingency plans as appropriate throughout the project lifecycle.
- Promote an inclusive, safe, and respectful workplace by demonstrating the ACTPS Values and Signature Behaviours and upholding the principles of the Respect, Equity and Diversity (RED) Framework, work health and safety, and workforce diversity.

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 delivering infrastructure projects, including the ability to manage project planning, procurement, implementation, risk management, and delivery within defined parameters.

2. Well-developed negotiation, liaison, written and oral communication skills, including the ability to work effectively with contractors, consultants, stakeholders, and partner agencies.

3. Sound knowledge of procurement practices and project management processes within the construction industry, or the demonstrated ability to quickly acquire this knowledge.

4. Understanding of project governance frameworks, contract administration, and compliance with statutory and policy requirements relevant to infrastructure delivery.

Behavioural Capabilities

5. Professional approach and ability to build and maintain effective working relationships with colleagues, stakeholders, and delivery partners to achieve project objectives.

6. Strong organisational skills and demonstrated capacity to prioritise tasks, manage competing deadlines, and adapt to changing requirements in a dynamic environment.

7. Commitment to the ACTPS Values and Signature Behaviours and a demonstrated understanding of the Respect, Equity and Diversity (RED) Framework, work health and safety obligations, and principles of good public administration.

Compliance Requirements / Qualifications

Mandatory:

- hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or
- hold a relevant building degree; or
- have significant building or Infrastructure knowledge and/or project management experience.

Desirable

- Current Australian Class C driver's license.
- Experience in the delivery of projects using a GC21 contract.
- White Card, Asbestos Awareness and Silica Awareness training.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Project Manager 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	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	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)	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	Frequently
MANUAL HANDLING	**FREQUENCY**
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Occasionally
TRAVEL	**FREQUENCY**
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

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