

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Position Number: P70191

Division: Delivery – Housing

Classification: Senior Officer Grade A

Business Unit: Delivery, Strategy and Planning

Location: Canberra City/Hybrid

Position Title: Senior Director – Provisioning Programs

Last Reviewed: November 2025

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 demonstrate the related signature behaviours.

WHAT WE DO

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 Yindymarra 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 delivery, 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 infrastructure designated by the ACT Government as major programs or projects.

- 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.

DELIVERY – HOUSING DIVISION OVERVIEW

The Delivery - Housing Division leads the ACT Government's public housing capital works program. The division is responsible for delivering new housing infrastructure and maintaining existing assets to ensure safe, sustainable and inclusive homes for the community.

The division oversees the planning and delivery of public housing developments that support growth, renewal, and accessibility objectives, in addition to supporting the ACT Housing Strategy which leads to increasing public housing supply and improving affordability.

We are responsible for the Asset Maintenance of public housing including manage repair and maintenance programs to maintain quality and extend the life of public housing assets.

The division contributes to the ACT Government's broader infrastructure objectives by integrating housing delivery with transport corridors and community precincts embedding principles of sustainability, equity, and liveability in all housing projects.

POSITION OVERVIEW

Under limited supervision, the Senior Director, Provisioning Programs, will be responsible for managing high-value programs and projects which will directly contribute to the delivery of more than 1,000 new public homes by 2030. Primarily, this includes managing complex procurement processes, contract negotiation and management, industry engagement, as well as overseeing program/project administration, governance and reporting functions for the Business Unit.

This role will be required to exercise a high-level of self-leadership, critical thinking, commercial-acumen, and management of key stakeholder relationships across the Territory – both internal and external – to deliver quality outcomes in alignment with Government's commitments to public housing delivery.

Core to this role the active management of risk and issues, and the development of strategies to navigate them successfully. The Senior Director will be required to maintain a strategic lens to ensure risks and opportunities are considered from a holistic perspective to ensure decision making adequately aligns with the Directorate's requirements and the Territory's broader objectives.

The role is also responsible for providing strategic support and guidance for the development of the annual Capital Works program. The ideal candidate will possess an innate ability to draw on the right skills and a contextually and environmentally appropriate manner, to align with team requirements and support organisational objectives.

WHAT YOU WILL DO

Manage high-value programs, projects, and procurement activity, contributing to the delivery of more than 1,000 new public homes by the end of 2030. This will involve consideration/assessment of various development/acquisition opportunities, project feasibility, commercial negotiation, contract management, and the active management and treatment of risk.

Support the Project Director, Delivery, Strategy and Planning, in program planning and the development and management of a comprehensive and agile Project Delivery Framework, to grow the Territory's public housing portfolio to 13,200 dwellings by the end of 2030 and beyond.

Provide high-level advice and quality reporting on the policy parameters, industry/market environment, and ongoing status of the programs/projects under the position's management. This will involve the preparation of documentation for Ministerial and Government audiences.

As directed by the Project Director, work cooperatively with individual ACT Government Directorates/Agencies, particularly the Housing Coordinator General's office and Health and Community Services Directorate, in the development of key housing-related policies, programs, and communications to ensure effective and timely implementation of Government's objectives.

Build and maintain strong relationships with ACT and federal Government Stakeholders, industry bodies, members of the residential construction and property sectors, and community and social services organisations. Effective communication and consistent engagement with the relevant stakeholders will be key to success in the role and in ensuring a coordinated approach to program delivery.

Establishing and implementing an appropriate safety culture across all aspects of project/program management and delivery.

Understanding and adherence to the ACTPS Code of Conduct and Values of Respect, Integrity, Collaboration, and Innovation. The modelling of behaviour consistent with the ACTPS Respect, Equity, and Diversity Framework.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position. Please address the below selection criteria with a maximum of two pages.

Professional / Technical Skills and Knowledge

1. Demonstrated ability to manage complex and high-value programs, overseeing multiple concurrent projects, with robust governance and reporting requirements.
2. Demonstrated experience in property/residential development and understanding of key drivers in the industry, including commercial, financial, legal, technical, social, and environmental factors.
3. Proven experience in managing complex procurement activity, including the acquisition of land/property from the market and/or engagement of contractors to undertake construction work.

4. Well-developed written and oral communication skills, with the ability to write for Government and represent the Directorate/Territory in high-level discussions and with partner Directorates, suppliers, contractors/consultants, and other key stakeholders.
5. Demonstrated ability to interpret and apply Legislation, to ensure the Directorate/ Territory remains compliant with its Legislative obligations and requirements.

Behavioural Capabilities

6. Strong ability to work collaboratively within multidisciplinary teams, manage competing priorities, and deliver outcomes within tight timeframes, while maintaining oversight of multiple program functions.
7. High level administrative and organisational skills, including the demonstrated ability to actively managing competing priorities and deadlines with minimal supervision
8. Demonstrated understanding and commitment to the ACT Government and Infrastructure Canberra Values framework, workplace respect, equity and diversity framework, workplace health and safety best practice and industrial democracy principles and practice.

Compliance Requirements / Qualifications

Desirable:

- Experience in managing, planning and delivery of large-scale housing infrastructure projects.
- Experience and knowledge of ACT Government procurement and budget processes, or comparable experience.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Executive Assistant 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 (activity-based work environment)	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
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	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
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	Never