



POSITION DESCRIPTION

Directorate: Infrastructure Canberra (iCBR)

Position Number: P39702

Division: Delivery - Places and Spaces

Classification: ASO6

Business Unit: Customer and Asset Management

Location: Fyshwick / Flexi-Space

Position Title: Asset Manager Aquatics

Last Reviewed: April 2026

Position Requirements: WWVP, C Class Licence

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 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 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

Delivery Places and Spaces Group is accountable for whole of life asset management and maintenance and the delivery of property projects and programs.

This includes:

- Property and asset management and maintenance (reactive and planned)
- Commercial, leasing and licencing activities for Government and Community tenants
- Procurement and project management services for property and infrastructure projects
- Delivery of the Electrification of Government Gas Assets Program
- Delivery of the Cladding Rectification Program
- Delivery of the Public Housing Capital Program
- Management of the Canberra Theatre Redevelopment Program

The Group consists of industry professionals with the broad range of skills and expertise required to support whole of life asset management and the delivery of construction and property related projects. Delivery Places and Spaces work collaboratively with others to deliver welcoming and safe places and spaces for the community and Agencies.

BUSINESS UNIT OVERVIEW

Delivery – Places and Spaces is a business unit responsible for delivering property management services on behalf of the ACT Government.

Delivery – Places and Spaces is going through an exciting business improvement program to deliver on client focussed property services undertaken by a professional qualified multi-skilled team using the latest technologies to deliver results.

Our clients are ACT Government business units, not for profit and commercial service providers and the wider ACT community.

Our focus is on delivering cost effective, timely and quality property management services.

Those services include strategic asset management, strategic accommodation and planning and managing existing government and non-government tenancies. In addition, Delivery Places and Spaces provide contract management for the Territory owned aquatic facilities, maintenance of owned government assets, leasing and customer engagement for Community, Not-for-Profit and Government tenants.

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POSITION OVERVIEW

This role is suited to someone with a background in building or property asset management and a commitment to ensure good management of government property. Working in a team you will assist with ensuring the building assets managed by Infrastructure Canberra are managed well through the life cycle. You will need to be able to see the big picture, forward plan and build a case for the required resources and priorities. The role may supervise other staff providing operational property management or focus on more strategic asset management. The team ensures that buildings are inspected, planned maintenance and inspection programs are in place and that reactive maintenance is managed effectively. The role may also involve management of contracts for the aquatic facilities owned by Infrastructure Canberra and analysis of the unplanned maintenance activities and has an overarching view on the building's operations.

WHAT YOU WILL DO

1. Assist with management of Infrastructure Canberra's owned aquatic property portfolio to ensure viability and sustainability of asset base. This may include developing and managing asset management plans and planned maintenance programs, planned upgrades program, business cases and budget submissions for the capital works program, unforeseen works program, procurement plans, building inspection program, owned property evaluations, assessing the proposed transfer of the asset custodianship.
2. Develop and provide technically authoritative advice to other Infrastructure Canberra staff and managers on asset management strategies and decisions in line with Infrastructure Canberra's strategic asset management framework. This may include analysing and reporting on building performance, return on investment and other performance metrics relating to the Infrastructure Canberra aquatics portfolio.
3. Manage and oversee projects (including procurement activities) and programs including capital works, consultancies, building upgrades, and sustainability improvements in conjunction with relevant stakeholders.
4. Assist with administration and the stakeholder management associated with iCBR owned property assets through providing secretariat support for working groups and committees and participating in contract management meetings.
5. Oversee and coordinate the building and property portfolio including planning and implementation of work and capital upgrades to properties, managing property inspection/assessment programs and providing advice on building maintenance/asset matters.

The role also liaises with other areas of Infrastructure Canberra to ensure a coordinated and consistent approach to building management.

6. Assist with management of iCBR owned property assets on behalf of the agency to ensure viability and sustainability of asset base as part of the broader team responsibilities.
7. Utilise computer programs including Microsoft Office suite (especially Excel, Word and Outlook), property management programs, databases and property management programs to deliver high quality outcomes.
8. Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.
9. Undertake other duties appropriate to this level of classification which contribute to the operation of the section and organisation.
10. This position may involve supervision of staff.

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 understanding of and experience in property asset management for commercial property and buildings including preparation of asset planning documentation, programming planned upgrades, managing unforeseen works and an ability to undertake research and analyse complex and technical information, providing sound advice to senior officers.
2. Well-developed organisational skills with collating, analysing and recording information associated with asset management of the buildings.
3. Well-developed communication (written and oral), interpersonal, representational and negotiation skills, including demonstrated ability to establish and maintain effective communication and working relationships with internal and external clients.
4. Excellent interpersonal skills and demonstrated ability to lead, mentor and develop a client focused team and foster a positive and productive working environment with a strong commitment to continuous improvement.

Behavioural Capabilities

1. Promote a safe working environment in line with your responsibilities under iCBR People Safety and WHS legislation. Comply with any reasonable instruction or procedure in regard to Work Health and Safety, take reasonable care of your own health and safety and that of others in your work and report any WHS incidents or hazards that have a potential risk of illness or injury to yourself or other people. Implement the quality policy and procedures as part of the roles and responsibilities of the position. Recognise and advocate Infrastructure Canberra's philosophy of quality service delivery and accepting accountability for your own output.
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3. Represent the interests of Infrastructure Canberra as a whole and engage with other business units to deliver a unified service to the ACT Government and the customers.
4. Behave with integrity, honesty and transparency in performing your duties, managing and using government resources, dealing with contractors and providers, and working with clients and customers.

Compliance Requirements / Qualifications

1. Police background check.
 2. Driver's license C class is essential.
 3. This position does not require a pre-employment medical.
 4. This position does require a Working with Vulnerable People Check.
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WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Aquatics Asset Manager (position number P39702) 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	Occasionally
Sitting at a desk	Occasionally
Standing for long periods	Occasionally
Designated workstation	Never

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	Frequently
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)	Occasionally
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	Occasionally
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	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Occasionally
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 Steel Cap boots, high visibility and/or protective clothing, protective hardhat and glasses may be required when attending a construction site or other high risk environments.	Occasionally