



ACT
Government

Infrastructure Canberra

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Position Number: P71165

Division: People, Engagement and Operations

Classification: ASO5

Branch: Chief Operating Office

Location: Flexible Working / City

Section: Ministerial and Government Business

Last Reviewed: August 2026

Position Title: Ministerial Liaison Officer

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.

BRANCH OVERVIEW

The Chief Operating Office works collaboratively with the Minister's Office, the Director-General and other members of the Executive Team, Executives across the ACTPS, and key government and non-government stakeholders. This Office provides leadership and expertise to Infrastructure Canberra on Governance including risk and safety, audit, policy development, Ministerial and Cabinet, Human Resources and Corporate Services.

POSITION OVERVIEW

The Ministerial Liaison Officer reports to the Assistant Director, Assembly and Ministerial Business, Ministerial and Government Business within the Chief Operating Office. Working under general direction as part of a small, fast-paced team, this position will provide high level Ministerial coordination and support to the Chief Operating Office, broader Directorate and Ministerial offices.

WHAT YOU WILL DO

Under general direction, the Ministerial Liaison Officer will:

- manage and coordinate Ministerial and Government Business workflows across the Directorate, ensuring quality, timeliness and compliance with ACT Government requirements. This includes:
 - a. Ministerial briefs, advice and responses to constituent enquiries received by Ministers' Offices;
 - b. Ministerial briefing agendas and supporting meeting materials as required;
 - c. Whole of Directorate input to weekly briefs;
 - d. Other Ministerial, Assembly and Government business as required.
- monitor Ministerial and Government Business workflows, identify emerging issues and risks, and provide recommendations to support timely resolution and delivery of outcomes.

- undertake minor research and assist in the preparation of routine correspondence and advice as required.
- identify opportunities to improve Ministerial and Government Business processes, tracking systems and reporting practices to enhance efficiency, compliance and service delivery.
- Work closely with the Assistant Director, Assembly and Ministerial Business to assist in the tracking and provision of advice on Ministerial and Government business for the Directorate.
- Work closely and collaboratively with the Directorate Liaison Officer on the progression of directorate matters.
- Develop and foster effective working relationships and liaise directly with internal and external stakeholders, including executive level staff from across ACT government.
- Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety System.
- Support other roles in the team as required during periods of planned or unplanned absence.
- Undertake other duties appropriate to this classification level.

WHAT YOU REQUIRE

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

Professional and Technical Skills, and Knowledge

1. Sound organisation and time management skills, including the ability to self-identify and prioritise multiple tasks to successfully deliver quality work against competing deadlines.
2. Proven oral and written communication skills, including the ability to use software applications to produce accurate, high-quality documents.

Behavioural Capabilities

3. Liaison and interpersonal skills and the ability to establish and foster effective working relationships both internally and externally.
4. Demonstrated experience in effectively contributing to the outcomes of a small team working both independently and cooperatively in a fast paced, high-pressure environment.
5. 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

Highly Desirable

- Experience with the Objective records management system.

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	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently
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	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)	Frequently
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	Never
Bending/squatting	Never
Push/pull	Never
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	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	Frequently
Exposure to potentially distressing case material	Occasionally
OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally