

POSITION DESCRIPTION

POSITION DETAILS

Position title: Director, Asset Management

Location: Dickson Office Building/Working from home

Classification: IO4

Reports to: Senior Director, Strategic Coordination and Planning

Position number: P41430

Division: Territory and Business Services

Date last reviewed: 31/08/2026

Business unit: ACT NoWaste

Position requirements: See below

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) bring together the people, services and systems that shape Canberra's future. We are a new Directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW

Territory and Business Services (TBS) delivers a portfolio of high performing commercial and operational services that combines essential community services with business units operating to commercial standards, delivering efficient, reliable and valued services to a wide range of customers across the Canberra and surrounding region. The Division consists of Canberra Memorial Parks, Capital Linen Service, Yarralumla Nursery, and ACT NoWaste.

BUSINESS UNIT OVERVIEW

What we do

ACT NoWaste delivers the ACT Government's recycling and waste management program including:

- Strategy, planning and input into waste policy.
- Stakeholder collaboration at a local, regional and national level to reduce waste, increase reuse and recycling, and contribute to action on climate change and the ACT's transition to a more circular economy.
- Design, delivery and evaluation of waste services and infrastructure.
- Service delivery including household collections, waste drop off and recycling facilities.
- Waste education, engagement, behaviour change and communications program.
- Develop, deliver and manage product stewardship programs including the ACT Container Deposit Scheme (CDS).
- Infrastructure management for all Territory-owned recycling and waste management infrastructure.
- Customer service, revenue collection and data analytics.

Who we are

ACT NoWaste is a unique organisation in Australia: we work across both state/territory and local government-level functions, which provides opportunities to deliver sustainable services to the ACT community and influence and contribute efforts to improve waste management outcomes at a local, regional and national-level.

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.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects 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 Canberra community.
- The opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise.
- A flexible workplace with brand new, state of the art accommodation enabling activity-based work in an engaging and creative environment.

POSITION PURPOSE

The Director, Assets Management leads a team responsible for the planning and delivery of asset management and infrastructure projects. Reporting to the Senior Director, Strategic Coordination and Planning, the role operates under broad direction and provides expert strategic, technical and operational leadership to support the delivery of sustainable, efficient and safe waste management outcomes.

The Director provides visible and effective leadership to the Assets Team, fostering a culture of respect, collaboration, accountability and continuous improvement. The role ensures that asset management and infrastructure activities are evidence based, strategically aligned, appropriately governed, and focused on safety, service delivery and customer outcomes.

The position is responsible for overseeing asset lifecycle management, infrastructure planning, contract management and procurement activities, including the delivery of complex and high-value procurement processes. Working across both operational and corporate environments, the Director manages competing priorities and contributes to multiple projects and programs simultaneously.

Success in this role requires strong expertise in asset management, infrastructure delivery, contract management and procurement, combined with the ability to think strategically, provide sound advice and deliver high quality customer focused outcomes. The Director must demonstrate excellent communication, stakeholder engagement, organisational and problem solving skills to address complex issues associated with waste management services and civil infrastructure works.

The Director applies sound judgement in managing risk, resources, budgets and stakeholder relationships, while driving business improvement and strengthening governance practices across the Strategic Coordination and Planning Team. The role works collaboratively across Government directorates, industry partners and other stakeholders to successfully deliver infrastructure programs and projects that support organisational and community objectives.

DIVERSITY STATEMENT

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

DUTIES / RESPONSIBILITIES

The primary responsibilities for this position are:

1. Actively propose improvements in the performance of assets at all ACT NoWaste sites and provide strategic foresight, ideas and planning for assets and waste infrastructure in the ACT.
2. Manage the unit's asset planning functions to ensure that waste infrastructure meets Government, Departmental, Service Providers and the Community's needs and expectations.
3. Develop, implement and review the Waste Infrastructure and Services Strategic Asset Management Plans; site specific Master Plans and a range of other plans and strategies.
4. Manage the development, implementation, monitoring and review of effective asset management business systems including asset registers, whole of life planning systems, maintenance schedules, operational plans and procedures.
5. Work closely with technical experts, consultants, project managers and other external stakeholders to deliver waste infrastructure projects that include but limited to landfill rehabilitation, landfill construction, resource recovery facilities and waste transfer stations.
6. Develop business cases, project plans and statements of requirements for infrastructure asset upgrades and new assets.
7. Lead the design and delivery of assets and waste infrastructure programs and projects, including associated procurement activities and contracts management, in accordance with established policies and guidelines.
8. Actively engage with key stakeholders, interpret, and apply relevant legislation and demonstrate the ability to deliver project management competencies, including scope, time, costs, quality, human resources, risk, communications, procurement, and integration
9. Ensure all appropriate actions are taken to observe the Work Health and Safety Act, relevant Regulations, Codes of Practice, site Environmental Authorisations, Standards and ACTPS WHS and Risk Management Policies.
10. Produce reports, documents, and statistics in accordance with established standards and systems, as required and directed.
11. This position involves direct and indirect supervision of staff.
12. Perform other duties as required.

SELECTION CRITERIA (CAPABILITIES)

1. Experience in the strategic management, maintenance and optimisation of infrastructure assets, including the development and delivery of capital works, asset renewal and maintenance programs. Proven ability to apply contemporary asset management principles, analyse asset performance, and develop evidence based investment and maintenance strategies that support organisational objectives and service delivery outcomes.
2. Understanding and commitment to the ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing. Proven ability to lead and foster a positive culture of respect, collaboration, accountability and continuous improvement while developing staff capability, managing performance and responding effectively to changing priorities.

3. Highly developed written and verbal communication skills, with the ability to prepare high-quality documents for a range of audiences and ability to represent the organisation effectively, provide clear and strategic advice, influence decision making.
4. Experience in leading complex procurement and contract management activities, including the development, evaluation and administration of major contracts. Proven ability to ensure compliance with legislative, governance and policy requirements while managing risk and delivering value for money outcomes in infrastructure and asset management environments.
5. Ability to lead and deliver complex infrastructure projects and programs from planning through to implementation. Proven experience in developing business cases, project plans, procurement documentation, statements of requirements, with experience in coordinating input of multiple stakeholders to achieve successful project outcomes.
6. Ability to build and maintain effective relationships with staff, government agencies, consultants, contractors, industry representatives and community stakeholders. Proven capability to manage complex stakeholder issues, provide timely and strategic responses to community concerns, and ensure transparency, sound governance and customer focused outcomes in the delivery of infrastructure programs and services

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

1. 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.
2. Driver's licence (C-Class) is essential.
3. Tertiary qualifications in civil engineering and/or related engineering disciplines are highly desirable.
4. Chartered Professional Engineer with Engineers Australia or equivalent is highly desirable.
5. Procurement, project management/contract management skills are highly desirable.
6. This position does not require a pre-employment medical.
7. This position does not require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of ACT NoWaste – Director, Asset Management (position number P414305) and indicates how frequently each of these requirements would be performed. Please note that CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

This position is in a workplace designated for Activity Based Working (ABW). ABW transforms the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

ADMINISTRATIVE	FREQUENCY
Telephone/Mobile Phone use	Frequently
General computer use/in field technology	Frequently
Extensive keying/data entry	Never
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADOs)	Never
Peaks and troughs	Frequently
Requirement to work 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)	Never
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (on roads, paths or nature strips)	Never
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	Occasionally

Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

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 or work sites	Never

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