

Directorate: Infrastructure Canberra

Position Number: P15081

Division: Delivery – Places and Spaces

Classification: Senior Officer Grade B

Branch: Property Infrastructure and Electrification

Last Reviewed: August 2026

Position Title: Director

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 are to:

- Support the planning, and leading the procurement and deliver, of government infrastructure programs and projects in partnership with ACT Government directorates.
- Lead leasing and associated property management and maintenance services across the ACT Government property portfolio.
- Coordinate and shape the ACT Infrastructure Plan and Pipeline and developing a portfolio and program management framework to support ACT Government infrastructure initiatives.

- Provide strategic advice, expertise and assurance across the ACT Government, decision makers, industry and key stakeholders on infrastructure policy, investment, planning, delivery and management.

DIVISION OVERVIEW

The 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 ACT 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 works collaboratively with others to deliver welcoming and safe places and spaces for the community.

The Group is led by an Executive Group Manager.

BRANCH OVERVIEW

The Property Infrastructure and Electrification Branch (the Branch) manage a diverse range of infrastructure programs for the benefit of the ACTPS and Community.

The Branch maintains professional relationships with partner directorates with a particular focus on emerging technology and professionally delivered property projects and programs in support of the ACT Government's commitment to reducing emissions by 90-95 percent by 2040.

The Property Infrastructure and Property Electrification Branch (the Branch) procure a large volume of consultants, construction and trade services for the ongoing management of ACT Government owned and managed properties. The branch is responsible for programs, such as:

- the Electrification of Government Gas Assets
- the Big Canberra Battery
- project delivery for medium sized construction projects
- the ACT Cladding Rectification Program, which provides owners corporations with financial assistance to identify and remediate higher risk combustible cladding on their apartment buildings.

The Branch is led by an Executive Branch Manager.

POSITION OVERVIEW

This position reports directly to the Principal Project Manager (PPM) of Property, Infrastructure and Electrification (the Branch). The primary responsibilities of this position are to:

- Be part of a leadership team leading the implementation of the program, demonstrating best-practice program administration
- Lead industry and public stakeholder engagement;
- Identify, review and manage risks and implement compliance/assurance systems;
- Engage in continuous improvement, through the collection of data, and research and resolution of issues;
- Adhere to the government's legislative, policy and governance processes, including the Capital Framework, Procurement Framework, project specific governance requirements, directorate and client governance requirements.
- Represent the branch, group or directorate at whole of government or industry committees, as required.
- Draft public materials and preparation of advice to the Division Executive, Director General, Ministers and Cabinet;
- Monitor and provide accurate and timely reporting on project activity, status, resources and budgets;
- Lead and manage staff, including providing a clear sense of direction, overseeing the management of performance, attendance and health and wellbeing;
- Work collaboratively with team members, sharing knowledge and expertise to improve business outcomes and support positive change in the work environment; and
- Adhere to and promote an awareness of the principles of the Respect Equity and Diversity (RED) Framework, Workplace Health and Safety (WHS), the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all 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. Extensive experience in program delivery, management of time, cost and scope requirements. Management of risk management concepts, methodologies and management tools and ability to apply knowledge to identify solutions and achieve outcomes.
2. Demonstrated analytical skills including data analysis, and critical thinking; to support the development and implementation of Government initiatives.

- Highly developed written and oral communication skills, with the ability to represent the directorate in high level coordination with other Directorates, suppliers, utilities, industry bodies, and other stakeholders.

Behavioural Capabilities

- Demonstrated stakeholder engagement skills and ability to engage and manage positive stakeholder relationships.
- Proven ability to lead, supervise and mentor a team and work as a team member under limited direction, across multiple deadlines with competing priorities and deliver quality outputs and results under pressure.
- Demonstrated understanding and commitment to the ACT Government and Infrastructure Canberra Values framework; Respect, Equity and Diversity framework; workplace health and safety best practice; and industrial democracy principles and practice.

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	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
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	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)	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	Occasionally
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	Frequently
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally
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	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