ACT Government
Infrastructure Canberra

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Branch: Chief Operating Office

Section: Ministerial and Government Business

Position Title: Directorate Liaison Officer

Position Number: P67849

Classification: Senior Officer Grade B

Location: Civic

Last Reviewed: January 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 as demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

Infrastructure Canberra is responsible for leading and supporting the procurement and delivery of the ACT Government's infrastructure programs. We deliver infrastructure for the Canberra community, improving our liveability, enabling a vibrant, inclusive, and sustainable city.

The three main components to Infrastructure Canberra are:

1. Planning, procuring, and delivering infrastructure designated by the ACT Government as major projects or programs.
2. Delivering other whole-of-government infrastructure programs and projects in partnership with other directorates, including supporting and coordinating the ACT Infrastructure Plans.
3. Provide expert property management and maintenance services to the ACT Government and community through ACT Property Group.

Other functions of Infrastructure Canberra include contractor pre-qualification, project and program management systems and reporting, superintendency of works and Work Health and Safety Active Certification. Infrastructure Canberra also provides strategic advice to government on issues related to infrastructure 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, Project Boards, 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 Directorate Liaison Officer (DLO) reports to the Senior Director, Ministerial and Government Business and works in the Ministerial and Government Business team within the branch. The DLO is required to facilitate and support direct communications and policy advice between the Directorate and the Minister's Office, and as necessary other Minister's Offices, and provides specialist assistance in matters relating to Cabinet, the Legislative Assembly, constituent meetings and functions. The position will have significant contact with Directorate Officers, requiring a high degree of sensitivity, as well as a highly responsive approach in responding to tight deadlines.

The position will work across a number of portfolios relevant to Infrastructure Canberra's various designated projects and portfolio responsibilities. The successful candidate will require excellent communication skills, be able to demonstrate an understanding of potential challenges and sensitivities associated with this role, and proven ability to exercise discretion and sound judgement.

WHAT YOU WILL DO

Under limited direction the Directorate Liaison Officer will:

- Provide policy advice to Ministerial Offices on portfolio issues, particularly across government communications, events and business matters.
- Critically examine ministerial correspondence and briefings for consideration through the relevant Minister's Office.
- Develop and foster productive relationships with stakeholders, facilitate cooperative working relationships with, and provide advice and support for other Directorate Liaison Officers, including those reporting to other portfolios and other stakeholders as required.
- Manage political sensitivities and work collaboratively with Ministers' offices, senior agency representatives and the community.
- Facilitate and monitor the flow of information between the Ministers' Office and the Directorate.
- Maintain high-level understanding of emerging issues and advise the Director-General and Executives of these issues.

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. Proven high level government experience, in the management and provision of advice on Cabinet and Assembly matters.

2. Demonstrated experience in effectively contributing to the outcomes of a small team to deliver high quality outcomes in a complex high pressure environment with competing deadlines and priorities.
3. Proven experience and ability in researching, analysing and coordinating information, reviewing and quality assuring briefings and written reports with an attention to detail.

Behavioural Capabilities

4. Proven high level communication (oral and written), including demonstrated liaison and negotiation skills when dealing with complex or sensitive matters and high-quality customer service skills.
5. Demonstrate experience in working under limited supervision with the proven ability to exercise discretion, and have sound judgment and reasoning skills to drive clear decision making.

Compliance Requirements / Qualifications

Highly Desirable

- Previous experience in the management and provision of advice in Cabinet and Assembly matters.
- Hold or be able to acquire baseline security clearance.

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)	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	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	Never
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