ACT Government
Infrastructure Canberra

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Division: Delivery – Health, Education and Justice

Position Title: Executive Group Manager, Delivery – Health, Education and Justice

Position Number: E00743

Classification: Executive Level 2.3

Location: Canberra City/Ngunnawal Country

Last Reviewed: February 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'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.

DIVISION OVERVIEW

Within Infrastructure Canberra (iCBR), the Delivery – Health, Education, Justice (HEJ) Group is responsible for the procurement and delivery of Tier 1 and 2 infrastructure projects for the people of Canberra. This includes projects such as the Northside Hospital, CIT Woden Campus, Education projects, Health projects and Justice projects.

The Group also supports partner directorates, including the Justice and Community Safety, Health and Community Services, City and Environment, Education Directorate, Canberra Institute of Technology, in the delivery of Tier 3 projects and property upgrades projects through provision of procurement and contract management services.

POSITION OVERVIEW

The role of the Executive Group Manager, Delivery – Health, Education and Justice is a key position within Infrastructure Canberra. It involves ensuring the delivery of key ACT Government infrastructure projects in a safe, timely, value for money and quality manner. It may also involve different or additional responsibilities as the Director-General or Deputy Director-General may determine from time to time.

DUTIES AND RESPONSIBILITIES

Reporting to the Deputy Director-General, the Executive Group Manager, Delivery – Health, Education and Justice is expected to work collaboratively and respectfully with other executives, staff and advisors within Infrastructure Canberra, with officials across the broader ACTPS, and with other stakeholders inside and outside of the ACT Government.

The specific responsibilities of the Executive Group Manager, Delivery – Health, Education and Justice include:

- Responsibility for the management and delivery of the following project and program streams of work:
    - The Northside Hospital and Canberra Hospital expansions
    - Health and Justice Projects
    - CIT Woden Campus and CIT Yuruana
    - Property and Education Projects

The Executive Group Manager, Delivery – Health, Education and Justice will have managerial responsibility for these streams and the Project Director or Branch Lead for each stream will report directly to the Executive Group Manager, Delivery – Health, Education and Justice.

- Management of project teams as the Executive Group Manager, Delivery – Health, Education and Justice may determine from time to time.
- Management of projects and project teams in a manner which:
    - Ensures the projects managed by those teams are delivered in a manner whereby safety is of paramount importance;
    - Ensures the projects managed by those teams are delivered in a timely, value for money and quality manner; and
    - Builds and maintains a positive team culture reflecting the organisational values of Infrastructure Canberra.
- Providing management, support and guidance to the project directors and branch area leads which report to this role, and/or such other projects as the Deputy Director-General may determine from time to time;
- Ensuring key project milestones are well understood and met;
- Ensuring key project risks are well understood and, as appropriate, mitigated;
- Keeping the Deputy Director-General fully and promptly informed of the progress of projects (including financial and program performance), emerging risks and any other matters which the Director General ought to be aware;
- Ensuring governance processes and timelines are adhered to;
- Actively and constructively participating in Infrastructure Canberra executive and other organisational activities;
- Manage Infrastructure Canberra resources appropriately and within permitted budgets to achieve required outcomes;
- Representing Infrastructure Canberra as directed by the Deputy Director-General, both within and externally to ACT Government;
- Ensuring documents sent to the Deputy Director-General for clearance in relation to projects for which the Executive Group Manager, Delivery – Health, Education and Justice has responsibility are accurate, complete, of excellent quality and meet required timeframes;
- Implementing the directions of the Director-General promptly and fully;
- Ensuring project compliance with all relevant laws and ACT Government policies;
- To undertake such other different or additional activities in a manner and at times as may be directed by the Director- General or Deputy Director-General; and

- Act as the Deputy Director-General from time to time as required.

In addition, Senior Executive Service (SES) Members must do their job in accordance with the closing the gap principle. Further information about the closing the gap principle is included in section 8(4) of the Public Sector Management Act.

SELECTION CRITERIA (EXECUTIVE CAPABILITIES)

The Executive Group Manager, Delivery – Health, Education and Justice is required to demonstrate skills and experience against the ACTPS Executive Capabilities.

The ACT Public Service Executive Capabilities are a way of describing the behaviours that characterise successful ACTPS executives and the values and personal attributes that support these behaviours. They also provide an integrated and consistent means of assisting executives to identify developmental needs and achieve significant and measurable growth in areas such as leadership, strategic vision and effective management.

Leads and values people	• Motivates and develops people • Values diversity and respects individuals • Builds a culture of improving practice
Shapes strategic thinking	• Inspires a sense of purpose and direction • Encourages innovation and engages with risk • Thinks broadly and develops solutions
Achieves results with integrity	• Develops organisational capability to deliver results • Manages resources wisely and with probity • Progresses evidence-based policies and procedures • Shows sound judgement, is responsive and ethical
Fosters collaboration	• Listens and communicates with influence • Engages effectively across government • Builds and maintains key relationships
Exemplifies citizen, community and service focus	• Understands, anticipates and evaluates client needs • Creates partnerships and co-operation • Works to improve outcomes

JOB SPECIFIC CRITERIA

Job specific criteria must be addressed in addition to the Executive Capabilities.

- **Project Management:** Extensive industry expertise at a senior level delivering high value projects with complex, and sometimes competing, objectives. This experience will demonstrate project leadership capabilities and effective management of team members, contractors and stakeholders to deliver agreed project outcomes.

- **Commercial Management:** Extensive knowledge of managing high-risk, complex infrastructure projects, with demonstrated capabilities in managing commercial interactions with tier one contractors engaged under alliance arrangements and fixed-

price design and build contracts.

- **Problem Solving:** Proven ability to think strategically and creatively, and to adopt an active approach to complex problem-solving during project delivery. Capability to be agile and unconstrained by precedent and conventional thinking to proactively manage risk and work effectively under pressure.

- **Risk Management:** Demonstrated ability to identify risks and limitations within an infrastructure project and identify strategies to minimise these risks.

- **Government Processes:** Clear understanding of project delivery in a public sector environment and government policies relating to procurement, records management and probity.

CONDITIONS OF EMPLOYMENT

The successful applicant will be engaged under a performance-based contract. Employment conditions and benefits, including remuneration, are detailed on the Chief Minister and Treasury Directorate website https://www.cmtedd.act.gov.au/employment-framework/for-executives/actps-executive-employment-conditions

Applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

DIVERSITY

People with a disability, women, Australians from culturally and linguistically diverse backgrounds, and Aboriginal and Torres Strait Islander people have an equal opportunity for appointment to this position. An appropriate selection panel will be formed, or special needs addressed, if requested by a member of one of these groups.

QUALIFICATIONS/ REQUIREMENTS

Mandatory:

- The position requires substantial experience in construction responsibilities of large scale, complex infrastructure projects, particularly in transport within a developed urban environment.

- Relevant tertiary qualifications in a construction, engineering, project management, commercial or legal discipline is required.

Desirable:

- Demonstrated experience in contract management in a Public Private Partnership and/or Design and Construction contract environment is highly desirable.

- Knowledge of the ACT Government or other State Government procurement and delivery processes would be highly regarded.

FURTHER INFORMATION

- Infrastructure Canberra Website: Home - Infrastructure Canberra
- Jobs ACT website: www.jobs.act.gov.au

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	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Frequently
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)	Never
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	Never

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	Occasionally
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	Never

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