POSITION DESCRIPTION

Directorate: Infrastructure Canberra (iCBR)

Division: Pipeline and Capability Expertise

Business Unit: Portfolio Performance and Procurement

Position Title: Prequalification Officer

Position Number: P04564

Classification: Administrative Services Officer Class 5 (ASO5)

Location: 2 Constitution Avenue Canberra ACT

Last Reviewed: September 2026

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.

iCBR adopts an integrated resourcing model that provides our people with opportunities to apply their skills, experiences and capabilities across multiple relevant programs and projects to support infrastructure delivery for the ACT community.

DIVISION OVERVIEW

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Pipeline and Capability Expertise (PCE) Group supports and enables the infrastructure and asset lifecycles to ensure compliant, quality outcomes to develop, deliver and maintain infrastructure, places and spaces.

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- PCE consists of three branches, Portfolio Performance and Procurement, Planning and Advisory and the Strategic Advisory Office, that deliver:
- An iCBR 'front door' for project initiation
- Infrastructure project development and planning advisory
- Management of the ACT Infrastructure Plan and Pipeline
- Portfolio data and reporting
- Infrastructure project management and procurement frameworks, process, standards, templates and policies
- Project Management and procurement capability uplift
- Panel establishment and management
- Contract and Managing Payments Systems (CAMPS)
- Management of the Office of the Chief Engineer
- City Constructive Taskforce
- Supplier Prequalification Scheme, and
- Strategic project advisory and support across commercial, scheduling, governance, project controls and utilities planning and stakeholder management.

PCE Group operates within iCBR's integrated resourcing model, providing opportunities for our people to contribute their skills, experiences and capabilities across a range of programs and projects.

BUSINESS UNIT OVERVIEW

The Prequalification Team administers the ACT Government's Prequalification Schemes as well as two National Prequalification Schemes for Building Non-Residential ($50m and greater) and Civil Road and Bridge. The Prequalification Team is led by the Director, Prequalification.

Prequalification is a mandatory requirement when construction industry companies wish to tender for ACT Government work.

The Prequalification Officer position is part of the Prequalification team. The position reports directly to the Director of Prequalification.

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POSITION OVERVIEW

The ASO5 Prequalification Officer supports the delivery of supplier prequalification and compliance functions, including application assessments, contractor reviews, database management and stakeholder enquiries. The role contributes to maintaining an effective and compliant prequalification framework that supports procurement activities and project delivery across Infrastructure Canberra.

This position works within iCBR's integrated resourcing model, meaning that you may have the opportunity to contribute your specialist skills, experiences and capabilities to programs and projects that have a resourcing gap and that are not identified in this position description.

WHAT YOU WILL DO

The key responsibilities for this position are to:

1. Under general direction and utilising prepared template forms, assess prequalification applications, and make recommendations to the Director Prequalification. This includes making a recommendation as to the financial level that should be given to a Contractor;
2. Under general direction develop letters and certificates in relation to:
    a. prequalification applications
    b. management systems, and
    c. other templates that may be developed from time to time
3. Maintain the currency of required Prequalification Insurances and Management Systems for all prequalified contractors;
4. Maintain and update Prequalification, and Small Registration Scheme databases in conjunction with other members of the Prequalification team;
5. Provide advice to internal and external clients in relation to prequalification;
6. Provide statistics as required;
7. Assist senior staff with the preparation of documents and information for meetings and presentations;
8. Adhere to and promote an awareness of the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety (WHS), the ACTPS Values and Signature Behaviours, and workforce diversity, to maintain a safe, healthy and fair workplace for all staff;
9. Participate in iCBR's integrated resourcing model, this may require undertaking duties or responsibilities not set out in this position description but that are aligned with your

skills, knowledge and experience of your classification under the Work Level Standards, as well your capabilities, other attributes and capacity.

10. This position does not involve direct supervision of 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. Demonstrated experience providing a high-level support in a government setting, with the demonstrated ability to identify and provide solutions with sound judgement on sensitive and complex issues.
2. Demonstrated strong analytical and organisational skills and the ability to be proactive and flexible. Ability to manage work independently, to plan and manage competing priorities while working to tight deadlines.
3. Good written and interpersonal communication skills with a demonstrated ability to work with people at different levels across the organisation.
4. A good understanding of using and developing Excel Spreadsheets with a focus on data integrity.

Behavioural Capabilities

1. Proven liaison and interpersonal communication skills, including the ability to communicate with influence, build and maintain positive professional relationships with internal and external stakeholders.
2. 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

Desirable:

An understanding or experience in one or more of the following is desirable:

- A basic understanding of the structure of Financial Statements and Profit and Loss Statements.
- Understanding of contracting, procurement, and legal concepts.
- Experience in the application of Management Systems such as Quality Assurance, Occupational Health and Safety or Environmental Management Systems.

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	Occasionally
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	Never
MANUAL HANDLING	**FREQUENCY**
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
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	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	Never
OTHER	**FREQUENCY**
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally