POSITION DESCRIPTION

Directorate: Infrastructure Canberra (iCBR)

Division: Delivery – Housing

Branch: Infrastructure and Contracts

Section: Infrastructure Delivery

Position Title: Senior Director

Position Number: P62086

Classification: Infrastructure Officer 5 (IO5)

Location: Canberra City

Last Reviewed: November 2026

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

The Delivery-Housing Division leads the ACT Government's public housing capital works program. The division is responsible for delivering new housing infrastructure and maintaining existing assets to ensure safe, sustainable and inclusive homes for the community.

The division oversees the planning and delivery of public housing developments that support growth, renewal and accessibility objectives, while contributing to the ACT Housing Strategy's goals of increasing public housing supply and improving housing affordability. The division is also responsible for the asset management and maintenance of the ACT public housing portfolio, including the delivery of repairs and maintenance programs that preserve asset condition, enhance tenant outcomes and maximise the long-term value of public housing assets.

In addition, the division leads the implementation of the ACT Government's public housing repairs and maintenance insourcing program, including the development of a future service delivery model and the progressive establishment of internal capability to deliver some housing maintenance services. This work supports the transition to a phased Government-led operating model that improves service delivery, strengthens accountability and delivers better outcomes for public housing tenants.

The division contributes to the ACT Government's broader infrastructure objectives by integrating housing delivery with community planning and place-based outcomes, embedding principles of sustainability, equity and liveability across all housing projects.

BUSINESS UNIT OVERVIEW

The Infrastructure Delivery team is responsible for the management and delivery of the housing capital works program in the context of the ACT Housing Strategy and the Public Housing Asset Management Strategy. It has three key functions: procurement, design, and delivery. The types of projects include redevelopments, multi-unit properties, dual-occupancies, and tri- occupancies for both social and low-income tenants.
The team also provides procurement, design and construction related advice to other business units and stakeholders both within Infrastructure Canberra and outside the organisation on matters affecting the public housing portfolio as well as individual properties.
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 demonstrate the related signature behaviours.

POSITION OVERVIEW

The Senior Director leads the team to deliver capital works on behalf of the Commissioner for Social Housing and the ACT Government including delivering the Growing and Renewing Public Housing program, Social Housing Accelerator Payment (SHAP) program and Housing Australia Future Facilities Fund (HAFFF). This position reports to the Program Director, Growing and Renewing.
As a senior leader within Delivery – Housing, this role is responsible for supervising, managing, and motivating a team and providing appropriate support and guidance for the delivery of the Capital Works program.

WHAT YOU WILL DO

Under broad direction, the primary responsibilities for this position are to:

- Lead, coach and mentor a large team of professional staff to deliver the capital works program, within the required timeframes, budget, and quality.
- Provide leadership, assist to manage all project assignments within the team, and maintain and manage all business standards and documentation, coordinating with the Program Director, Executive Branch Managers, and other senior staff.
- Manage all operational aspects of the team including the coordination and management of workflow, resource management, development and implementation of systems and processes to ensure transparency, accountability, innovation, and improved efficiency.
- Prepare high quality reports, briefings, responses to Ministerial and detailed correspondence for the Program Director, Executive and the Minister's Office.
- Review, develop, interpret, and apply policy and procedures that support capital works delivery including the exercise of delegations.
- Ensure the program is adhering to the Government's procurement processes in line with the Government Procurement Act (2001) and The Capital Framework (TCF).
- Act on behalf of Housing Assistance to provide sound advice and direction on procurement, strategic infrastructure issues and policies, and their implications in the program development and delivery.
- Develop and maintain relationships, both within Government and outside, especially with the design and building industries.
- Manage risk, report on issues, and ensure that Program Director is briefed appropriately, especially on areas of increasing risk to delivery of the program. Lead the implementation of WHS and site activities reporting in accordance with the Territory's policy.
- Provide sound and timely contract advice (including strategy advice) to the Project Director and/or Project Manager concerning contractual and commercial matters.
- Support and assist in contract dispute assessment with the Program Director, Executives and ACTGS where applicable.
- Providing advice during Post Completion and Defect Liability Period phases to support relevant project managers.
- Lead the implementation of WHS and site activities reporting in accordance with the Territory's policy.

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. High-level experience in managing and delivery of successful, politically sensitive infrastructure projects and outcomes on time and within budget and scope.

2. Demonstrated program management experience, and proven ability to work to multiple deadlines and deliver high quality outputs and results under pressure.
3. Demonstrated knowledge of government procurement, project and contract management of high risk, complex projects, with demonstrated ability in overseeing, directing, and coordinating procurement of capital works, including related services.

Behavioural Capabilities

4. Demonstrated excellent interpersonal skills, especially in the areas of written and oral communications, engagement, negotiation, and problem solving.
5. Collaboration and leadership skills, including the ability to effectively lead, manage and mentor a team responsible for design development, procurement and delivery.

Compliance Requirements / Qualifications

- 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.

Desirable:

- Experience is managing Design & Construct, and/or the General Contract 21 (GC21) forms of contract.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Director (position number P62086) 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	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
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	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	Frequently
Frequent travel – interstate	Never

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	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required (Supplied by Infrastructure Delivery Partners)	Frequently