POSITION DESCRIPTION

Directorate: Infrastructure Canberra (iCBR)

Division: Delivery – Places and Spaces

Branch: Portfolio, Planning and Strategy, Leasing and Asset Management

Position Title: Director, Capital Investment Planning

Position Number: P57244

Classification: Senior Officer Grade B (SOGB)

Location: Canberra City/Flexible

Last Reviewed: October 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 (iCBR) 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 delivery, of government infrastructure programs and projects in partnership with ACT Government directorates.
- Leading leasing and associated asset and 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

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 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 and Agencies.

SECTION UNIT OVERVIEW

Portfolio Planning and Strategy
Portfolio Planning and Strategy (PPS) shapes the future of iCBR's asset and property portfolio by connecting asset strategy, planning, policy, information and investment to ensure the owned, leased and maintained estate is well understood, sustainably managed and positioned to meet government priorities and future community and government needs.

PPS includes four teams responsible for:

- **Asset planning**, including government accommodation strategy, site assessments, precinct planning, divestments and acquisitions, land custodian responsibility, asset transfers and statutory reporting.

- **Asset management and asset information management:** including development and oversight of iCBR's strategic asset management planning (SAMPs), class levels asset management planning (CLAMPs), and asset management planning (AMPs). Asset management also oversees asset information and records.

- **Policy unit,** including operational policy and procedural policy development, policy review and strategic policy advice, and coordination of complex Cabinet and Assembly responses.

- **Capital investment planning**, including prioritising investment, pipeline planning, capital upgrades planning, and business case development. Energy and sustainability functions include utilities management and finances, energy performance and reporting, and strategic sustainability initiatives investment and development planning.

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, and the values of Infrastructure Canberra, including Yindyamarra, as well as demonstrate the related signature behaviours as well demonstrate the related signature behaviours.

POSITION OVERVIEW

The PPS section within Infrastructure Canberra has an overarching view on the portfolio of ACT government assets owned or leased by iCBR, which includes commercial offices, swimming pools, libraries, community facilities, childcares centres and depots.

In this short term opportunity (ASAP to 31 January 2027), you will lead the newly established capital investment planning team. This small team will work with colleagues across PPS and Delivery-Places and Spaces to commence development of a long-term capital upgrades program and pipeline for the iCBR property, places and other assets portfolio. You will also support the formation of a new energy and utilities strategic function.

WHAT YOU WILL DO

Reporting to the Program Director, you will:

- Develop and maintain a long-term capital upgrades program and pipeline for the iCBR property and asset portfolio.
- Develop business cases and funding proposals for capital works and other asset-related programs.
- Oversee formation of a new energy and utilities/ sustainability function for the iCBR asset portfolio.
- Work collaboratively as part of a client-focused organisation and actively seek to improve services delivered by the team.
- Contribute to the business functions of the Branch including strategic reporting, development of the business plan, capital budget and annual budget.
- Lead a process of continuous improvement within your team.
- Provide leadership, management, guidance and opportunities for learning and development to team members.
- Set high standards of behaviour and delivery for self and others, as a team leader and as a member of the Management Group, and role model the required leadership culture including the iCBR values embodied in *Yindyamarra*.
- Ensure compliance with legislative responsibilities including procurement, contract management, privacy, work health and safety and other relevant areas. Ensure that such compliance can be demonstrated by your and other workgroups as part of the quality and compliance frameworks including annual reporting and Assembly Estimates processes.

- Effectively manage competing priorities and deliver work responsibilities in a timely manner and within budget.
- Actively develop and maintain key strategic relationships (internal and external) with a broad range of stakeholders - promoting the business' major objectives.
- Utilise computer programs including Microsoft Office suite, asset management programs, databases and property management programs to deliver high-quality outcomes.
- Understand, promote and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the section and organisation.
- This position involves 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 high level management experience in the areas of responsibility and demonstrated ability to deliver such services in a government setting.
2. Demonstrated leadership skills, including the ability to contribute positively to the senior management team within the Group, develop and translate strategy into organisational goals and outcomes, mentor and develop a high performing team, and lead by example.
3. Highly developed communication (written and oral), interpersonal, representational and negotiation skills, including demonstrated ability to negotiate complex matters, and establish and maintain effective communication and working relationships with internal and external clients.

Behavioural Capabilities

4. Demonstrated ability and resilience to manage risk and deliver results in a dynamic and changing environment, make sound decisions within delegated authority and take responsibility for outcomes.
5. Demonstrated understanding and commitment to the ACT Government and iCBR Values framework, workplace respect, equity and diversity framework, workplace health and safety best practice and industrial democracy principles and practice.

Compliance Requirements / Qualifications

- Qualifications or experience in capital works programming, business case development, program management highly desirable.

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	Occasionally
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 Note: This position is in an activity-based work environment	Never
STANDARD HOURS	**FREQUENCY**
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	Frequently
Frequent overtime	Occasionally
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	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
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	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required: - Steel capped shoes - High visibility vest or clothing	Occasionally