

POSITION DESCRIPTION

Directorate:	Education
Division:	Infrastructure & Digital Services Group
Branch:	Asset Management and Delivery
Section:	Major Projects
Position Title:	Director, Major Projects
Position Number:	P72077
Classification:	Infrastructure Officer Grade 4
Immediate Supervisor:	Senior Director, Major Projects AMD Branch
Security Clearance Required:	No
Location:	Flexible
Last Reviewed:	July 2026

DIRECTORATE OVERVIEW

The Education Directorate (EDU) is one of nine ACT Government directorates established with a collaborative purpose to achieve the ACT Government's priorities and to serve the community. EDU services include the provision of public-school education, regulation of education and care services, registration of non-government schools and home education.

What is important to us: We provide an education system that empowers children and young people to thrive in ways that foster a democratic, equitable, diverse, and prosperous society.

Our Mission: We develop and deliver educational services to empower each child and young person in the ACT to learn for life.

Our Vision: EDU values of respect, integrity, collaboration, and innovation reflect the employee values of the ACT Public Service. These core values underpin our service delivery and are the cornerstone of our workplace environments. Translating these values into daily practice is an expectation of all ACT public servants.

The ACT public education system continues to expand with over 50,000 students attending 93 public schools, comprising:

- 54 preschool to year 6 schools (including four Koori preschools);
- 11 year 7 to 10 high schools;
- eight year 11 and 12 secondary colleges;
- five early childhood schools (preschool to year 2);
- four specialist schools;
- eight preschool to year 10 schools (including one Koori preschool);
- one kindergarten to year 10 school;
- one year 7 to 12 school; and
- one outdoor school/accommodation centre

EDU also has responsibility for the planning and coordination of early childhood education and care services for the ACT.

EDU is structured around five groups: School Improvement; System Policy and Reform; Infrastructure and Digital Services; Chief Operating Officer and Service Design and Delivery. EDU employs approximately 8,960 staff including over 4,068 school teachers and leaders.

Further information about working in the ACT Public Service and EDU can be found at <https://www.jobs.act.gov.au/about-the-actps> and <https://www.education.act.gov.au/>.

BRANCH OVERVIEW

The Asset Management and Delivery (AMD) Branch manages a large portfolio of over 100 sites to plan for and deliver education services to ACT public school students. AMD is responsible for developing the asset management strategy and implementing the strategic asset management framework, including asset condition assessments. AMD provides the planning and oversight required to establish maintenance and capital upgrade programs across the asset portfolio as well as client representation for the design, construction and delivery of new facilities to deliver quality learning environments for the ACT community. AMD determines and implements the Education Directorate's Infrastructure Specifications (EDIS) for new schools, to design, maintain and build school upgrades, expansions, modernisations and new schools which enable the delivery of high-quality education services.

The Branch consists of three sections:

- Major Projects;
- Strategic Infrastructure & Sustainability; and
- Program Management Office.

POSITION OVERVIEW

The Director, Major Projects is part of the AMD Branch senior management team, supporting the Executive Branch Manager to achieve strategic and operational Branch objectives. The Director will assist the Senior Director and work with the Directorate's delivery partner, Infrastructure Canberra, to achieve best practice in the planning and delivery of the Directorate's major capital projects.

The Major Projects team works collaboratively across government with a wide range of internal and external stakeholders, the Minister's Office, school communities, interest groups and other government agencies. Interagency collaboration and engagement are key requirements of this role, to plan for, develop and deliver asset strategies, capital works planning and investment as well as to support capital works delivery.

The Director will be an experienced manager with high-level organisational and communication skills, and knowledge of and experience in major project delivery methodologies, principles and practices. The Director will undertake strategic planning, feasibility, and business development activities to inform evidence based, future investment propositions through developing budget business cases.

The role requires a self-motivated, detail orientated person with strong leadership and people management skills, effective time management and collaboration skills and the ability to work under pressure and achieve deadlines.

The team works flexibly from 220 London Circuit, City; the Hedley Beare Centre for Teaching and Learning, Stirling; from home and at schools, according to operational requirements.

WHAT YOU WILL DO

In accordance with EDU policies, the Director will:

- 1 Provide leadership and promote best practice in the planning, procurement and delivery of EDU's capital works program.
- 2 In co-operation with EDU's delivery partner, Infrastructure Canberra, assist in the preparation of business cases as part of the annual ACT Government Budget process for future funding of major capital works projects in accordance with the ACT Capital Framework.
- 3 Monitor and report on the achievement of project implementation plans, milestones, risk management plans, quality, budget and expenditure to ensure EDU's service delivery responsibilities and schools' operational needs are met.
- 4 Manage the relationship between the Section, school communities and the Infrastructure Canberra school project delivery team.
- 5 Represent EDU in meetings, negotiations and workshops.
- 6 Prepare correspondence and presentations to a wide range of internal and external stakeholders, the Minister's Office, school communities, interest groups and other government agencies.
- 7 Provide advice to the Executive Branch Manager and Senior Director on all aspects associated with the planning and delivery of major school projects.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional and Technical Skills, and Knowledge

- 1 Sound knowledge and experience of major project delivery methodologies, principles and practices.
- 2 Ability to provide leadership and to effectively manage the resources of the Section.
- 3 Sound knowledge and experience in Government procurement processes.
- 4 Sound oral and written communication, negotiation and liaison skills.
- 5 Ability to consistently display commitment to high quality customer service principles, practices and attributes.
- 6 Ability to apply equity and diversity, participative management and occupational health and safety principles and practices in the workplace.

Mandatory

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 relevant to the role.

Desirable

- 1 Possession of a 'white card', Asbestos Awareness Training certificate and Working with Vulnerable Persons Card or willingness to complete the required training.
- 2 A current Driver Licence.