



ACT
Government

Infrastructure Canberra

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Position Number: P53780

Division: Delivery – Transport and Civil

Classification: Senior Officer Grade B

Branch: Program Delivery Office

Location: Canberra City / Hybrid

Position Title: Director, Strategic Program Risk

Last Reviewed: April 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 Yindymarra 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, Transport and Civil Infrastructure (T&C) 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 Light Rail Stage 2 program of works, Roads Infrastructure projects and Waste Infrastructure projects. The division also supports partner directorates, including City and Environment Directorate and the City Renewal Authority, in the delivery of Tier 3 projects through provision of procurement and contract management services. Within T&C there are a range of branches who support the delivery of these projects, including the Civil, Transport, Waste Infrastructure and Program Delivery Office (PDO).

POSITION OVERVIEW

The Director, Strategic Program Risk sits within the PDO, and reports to the Deputy PDO Lead. The position is responsible for the leading the management of strategic risk for all programs of work within the T&C portfolio.

The primary duties and responsibilities for the position will include (but not limited to):

- Lead the risk and change functions within Project Controls, ensuring governance, reporting, and assurance practices are aligned with the Infrastructure Canberra Project Delivery Framework, the ACT Capital Investment Framework, iCBR frameworks, and T&C governance requirements, while also contributing to broader T&C strategic objectives, planning, and reporting.
- Coordinate with function leads to deliver project governance responsibilities, strengthen governance maturity and ensure compliance with Legislation, ACTPS Policy and T&C Annual Reporting Requirements.
- Provide advice on risk, issues and change functions and support the Deputy PDO lead with strategic management of T&C strategic risk and executive reporting obligations.
- Lead the implementation, maintenance and continuous improvement of T&C's risk and issues management frameworks, methodologies and Standard Operating Procedures.
- Conduct final quality assurance of risk and change functions outputs within Project Controls and ensure templates, reports, registers and change documentation meet required quality and governance standards.
- Lead development and implementation of T&C Standard Operating Procedures, embed improved practices and workflows and ensure consistent adoption across projects
- Drive continuous improvement across processes, tools, reporting and frameworks, including review and update of policies, frameworks and systems.

- Provide leadership and management within the PDO with a focus to champion continuous improvement, fostering innovation and change and building technical and soft-skill capability and supporting succession planning.
- Maintain a respectful, safe, inclusive and supportive workplace environment, uploading WHS obligations and supporting wellbeing initiatives.
- This position may be responsible for staff supervision and management including but not limited to performance management and identifying areas for professional development.

WHAT YOU REQUIRE

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

Professional / Technical Skills and Knowledge

1. Demonstrated experience in applying Project Delivery frameworks, including providing strategic and specific Project Controls advice for continuous improvement.
2. Highly developed verbal and written communication skills, including demonstrated ability to influence, liaise and negotiate effectively, in a professional manner, with a broad range of stakeholders, as well as the ability to work both collaboratively and independently.
3. Proven experience in managing and guiding the team to agree priorities; working under pressure in a confidential environment; and ability to identify and implement new ideas, initiatives and systems.

Behavioural Capabilities

4. Demonstrated analytical thinking, particularly the ability to understand how complex issues integrate and to make decisions based on relevant experience and an understanding of the wider context.
5. Demonstrated understanding and commitment to the ACT Government and iCBR Values framework, workplace respect, equity and diversity framework, WHS best practice and industrial democracy principles and practice.

Compliance Requirements / Qualifications

Desirable:

- Relevant tertiary qualifications in administration, project management and/or experience in a project delivery environment will be an advantage.
- A good working knowledge of Objective and Microsoft Office will be an advantage.
- An understanding of the ACT Government business and administrative processes, or equivalent.

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	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Frequently
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	Never
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