



ACT
Government

Infrastructure Canberra

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Position Number: E01355

Division: Delivery – Health, Education,
Justice

Classification: Executive Level 2.4

Position Title: Executive Group Manager,
Project Director, Northside Hospital

Last Reviewed: June 2024

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 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 delivery, 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 (iCBR), the Delivery – Health, Education, Justice (HEJ) Group 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 Northside Hospital, CIT Woden Campus, Education projects, Health projects and Justice projects.

The Group also supports partner directorates, including the Justice and Community Safety, Health and Community Services, City and Environment, Education Directorate, Canberra Institute of Technology, in the delivery of Tier 3 projects and property upgrades projects through provision of procurement and contract management services.

PROGRAM OVERVIEW

The Northside Hospital Project Team is responsible for the planning and delivery of the new Northside Hospital Project (the Project) on the existing North Canberra Hospital campus (formerly Calvary Public Hospital, Bruce).

At over a billion dollars, the Project represents the most significant investment in health infrastructure ever undertaken by the Territory. It will deliver world-class facilities that respond to contemporary and forward-thinking models of care and will attract the best and brightest clinical staff from Australia and around the world to Canberra.

The Project Team will work alongside ACT Health, CHS and clinicians at the North Canberra Hospital to plan, procure and deliver this ambitious project. It will operate within Infrastructure Canberra, but function as a dedicated team with the objective of successfully delivering the Project through the following stages:

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- Decanting and enabling works
- Construction and commissioning.

POSITION OVERVIEW

The Project Director for the new Northside Hospital Project is a key senior role within Infrastructure Canberra responsible for the delivery of the Project. The Project Director will be accountable for design, commercial, quality, time and budget outcomes as well as for the

extensive clinical, community and governmental consultation and communications that a project of this type will demand.

Reporting to the Executive Group Manager, Delivery – Health, Education, Justice, the Project Director will directly manage a large team of approximately 25-30 full time personnel (ACT Public Service staff and specialist consultants).

In particular, the Project Director will:

- provide collaborative and strategic leadership for the Northside project and attract, develop and retain a talented project team of staff and consultants through the planning, procurement and delivery stages of the project;
- communicate effectively and work collaboratively with clinicians and the North Canberra Hospital executive team to ensure that the project delivers on the functional and operational requirements of the hospital;
- Manage the relationship and contract with the Delivery Partner.
- lead the development and implementation of strategies to deliver effective stakeholder and community engagement relating to the project, and to provide transparency and appropriate opportunities for contribution and feedback;
- communicate effectively with key stakeholder groups in the local community and with health consumer representatives to ensure their expectations for the project are appropriately considered;
- implement and maintain robust and flexible governance processes aligned with project management methodologies to ensure project objectives are delivered, and decisions are made, in an open, transparent and accountable manner;
- provide high quality project reporting and strategic advice to government, the Minister for Health and the Project Board;
- ensure the project is delivered with the highest levels of ethical conduct in all engagements, with external parties through the development of appropriate probity arrangements and compliance with ACT Government policies and legislative requirements;
- build effective relationships and partnerships with other directorates within government (e.g. the Environment, Planning and Sustainable Development Directorate) where required to ensure project outcomes are delivered;

- identify and remove or minimise (where possible) risks to the delivery of the project and effectively manage remaining risks using appropriate risk management processes and strategies;
- manage and negotiate complex commercial arrangements with contractors to minimise risk to the Territory and deliver the project within budget;
- ensure the project achieves its objectives relating to function, quality, time and value for money;
- ensure safety considerations are paramount throughout delivery of the project and imbue a culture of safety-first in the Territory's project team and with delivery partners;
- support the Director-General and Chief Engineer and Deputy Director-General to drive the objectives of Infrastructure Canberra including culture, behaviour, risk management, safety and other KPIs;
- operate with sensitivity and compliance to the Territory's principles and ethical standards, with special regard to probity, transparency and honesty; and
- adhere to and promote an awareness of the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety, the ACT Public Service Values and Signature Behaviours and workforce diversity to maintain a safe, healthy and fair workplace environment.

SELECTION CRITERIA (EXECUTIVE CAPABILITIES)

The ACT Public Service (ACTPS) Executive Capabilities are a way of describing the behaviours that characterise successful ACTPS executives and the values and personal attributes that support these behaviours. They also provide an integrated and consistent means of assisting executives to identify developmental needs and achieve significant and measurable growth in areas such as leadership, strategic vision and effective management.

Leads and values people	<ul style="list-style-type: none">• Motivates and develops people• Values diversity and respects individuals• Builds a culture of improving practice
Shapes strategic thinking	<ul style="list-style-type: none">• Inspires a sense of purpose and direction• Encourages innovation and engages with risk• Thinks broadly and develops solutions
Achieves results with integrity	<ul style="list-style-type: none">• Develops organisational capability to deliver results• Manages resources wisely and with probity• Progresses evidence based policies and procedures• Shows sound judgement, is responsive and ethical
Fosters collaboration	<ul style="list-style-type: none">• Listens and communicates with influence• Engages effectively across government• Builds and maintains key relationships
Exemplifies citizen, community and service focus	<ul style="list-style-type: none">• Understands, anticipates and evaluates client needs• Creates partnerships and co-operation• Works to improve outcomes

JOB SPECIFIC CRITERIA

Job specific criteria must be addressed in addition to the Executive Capabilities.

Project Management: Extensive construction industry expertise at a very senior level delivering high value health infrastructure projects in Australia with complex, and sometimes competing, objectives. This experience will demonstrate the highest standards of project leadership capabilities and effective management of team members, contractors and stakeholders to deliver agreed project outcomes.

Commercial Management: Extensive knowledge of managing high-risk, complex infrastructure projects, with demonstrated capabilities in managing commercial interactions with tier one contractors engaged under various contracting models including VECI (Very early contractor involvement), alliance arrangements and fixed-price design and build contracts.

Problem Solving: Proven ability to think strategically and creatively, and to adopt an active approach to complex problem-solving during project delivery. Capability to be agile and unconstrained by precedent and conventional thinking to proactively manage risk and work effectively under pressure.

Risk Management: Demonstrated ability to identify risks and limitations within a large health infrastructure project and identify strategies to minimise these risks.

Government Processes: Clear understanding of project planning and delivery in a public sector environment and government policies relating to procurement, records management and probity.

CONDITIONS OF EMPLOYMENT

The successful applicant will be engaged under a performance-based contract. Employment conditions and benefits, including remuneration, are detailed on the Chief Minister, Treasury and Economic Development Directorate website

<https://www.cmtedd.act.gov.au/employment-framework/for-executives/actps-executive-employment-conditions>

Applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

DIVERSITY

People with Disability, women, Australians from culturally and linguistically diverse backgrounds, and Aboriginal and/or Torres Strait Islander people have an equal opportunity for appointment to this position. An appropriate selection panel will be formed, or special needs addressed, if requested by a member of one of these groups.

FURTHER INFORMATION

- Infrastructure Canberra Website: [Home - Infrastructure Canberra](#)
- Jobs ACT website: www.jobs.act.gov.au

QUALIFICATIONS/ REQUIREMENTS

Mandatory:

- A degree or diploma in Engineering, Architecture, Project Management, Construction Management, Commerce, Law or other relevant field.
- Demonstrated relevant experience in the senior leadership of planning and delivery of major (\$350m +) health infrastructure projects.
- 10+ years of experience in comparable roles.

Desirable:

- Demonstrated relevant experience in the senior leadership of teams working within a Government agency.

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	Occasionally
Designated workstation	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Frequently
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
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)	Never
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	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	Occasionally
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