



POSITION DESCRIPTION

Agency: Suburban Land Agency

Position Number: P71267

Position Title: Director, Program Management and Controls

Classification: Infrastructure Officer Level 4 (IO4)

Group: Thriving Communities Group

Last reviewed: July 2026

What we do

Suburban Land Agency

At the Suburban Land Agency (SLA), we are committed to creating great places where communities thrive. We build people-focussed residential estates and urban renewal projects for the people of Canberra. Through smart, sustainable development, our goal is to strike a balance between social, economic, and environmental benefits for all Canberrans.

The objectives of SLA are set out in s38 of the City Renewal Authority and Suburban Land Agency Act 2017 (the Act), and include:

- a) the encouragement and promotion of inclusive communities through the delivery of people-focussed neighbourhoods;
- b) the encouragement and promotion of suburban development that supports affordable living, a safe and healthy population, social inclusion, housing choice, environmental sustainability, urban renewal, growth and diversification of the Territory economy and social and environmental sustainability; and
- c) operational effectiveness, delivering value for money using sound risk practices.

Team overview

The Land Strategy and Feasibility team (the Team) is tasked with investigating and identifying potential urban development areas, conducting due diligence, and formulating early planning concepts for any land development opportunities identified that could support Canberra's continued growth.

These opportunities are strategically selected to optimize the Territory's social, environmental, and economic returns from land development activities in the ACT, in alignment with the Government's Indicative Land Release Program (ILRP) and Indicative Land Supply Program (ILSP).

The Group undertakes due diligence and feasibility, site identification, and planning advisory across two streams, being Land Supply Projects and Place Design.

Position duties and responsibilities

Reporting to the Executive Branch Manager, Land Strategy and Feasibility, the Director, Program and Project Governance provides strategic program management, governance and project controls to support the successful delivery of the Land Strategy and Feasibility Program (the Program). The role integrates program controls, governance, scheduling, reporting and assurance activities to support effective planning, informed decision-making and project readiness. Working collaboratively across the Agency, the role provides oversight of program performance, risks, dependencies, budgets and key milestones while driving continuous improvement in project management practices and organisational capability.

Key responsibilities include:

- Lead the development, integration and continuous improvement of the Program, including program controls, portfolio planning and budget oversight, ensuring alignment with the Agency's priorities and the Government's land supply and release programs.
- Develop, maintain and analyse program and project schedules in MS Project, including milestone plans, critical path, dependencies, baselines, forecasts and schedule impacts to support program oversight, governance reporting and informed decision-making.
- Prepare program and project performance reporting to support Project Management Office (PMO), governance and government reporting requirements, providing analysis and strategic advice on project progress, emerging risks, dependencies, trends and re-baselining recommendations.
- Consult and engage Project Teams to develop and analyse program budgets and forecasts, including annual budget requests, expenditure and commitment tracking, variance analysis and financial reporting to support effective financial management and decision-making.
- Lead governance initiatives that support effective program oversight, strategic decision-making and coordination across projects, workstreams and business areas, including the preparation of agendas, papers, action registers and minutes.
- Drive continuous improvement by developing, implementing and embedding best-practice program and project management frameworks, governance processes, scheduling methodologies, tools and templates to strengthen organisational capability, consistency and program performance.
- Support the implementation of the SLA Project Management Framework and Gateway Review processes, including feasibility business cases, assurance documentation, governance requirements and transition planning, to improve project readiness and support consistent project transition to delivery.
- Plan, deliver and support procurement activities, including preparation of procurement and evaluation packages, ensuring compliance with ACT Government and SLA procurement frameworks and governance requirements.
- Manage P2P and contract administration processes across the program, including purchase orders, contract records, variations, financial tracking, commitment reporting and compliance, providing oversight and advice to Project Managers and business areas.
- Support the Executive Branch Manager in strategic business planning, resource management and operational forecasting, including workforce planning, budget development, prioritisation and organisational planning to ensure the team is appropriately resourced to deliver its program of work.
- Prepare strategic advice, briefs, presentations and papers to inform senior stakeholders on program performance, project readiness, delivery risks, opportunities, dependencies and emerging issues to support executive decision-making.
- Build and maintain collaborative relationships with internal project teams, PMO, Finance, Business Partnering, Land Coordination, Place Delivery Group, external stakeholders and government agencies to strengthen integration, information sharing and delivery outcomes across the project lifecycle.
- Champion project management maturity across Land Strategy and Feasibility by promoting consistent application of program and project management practices, governance, project controls, scheduling, assurance and continuous improvement initiatives.

Professional / technical skills and knowledge

1. Demonstrated experience in developing, coordinating and overseeing programs in the form of a Gantt Chart using MS Project or equivalent scheduling package, including program scheduling, dependency management, critical path analysis, resourcing, forecasting and performance reporting across multiple interrelated projects.
2. Demonstrated experience in program governance, performance reporting and assurance, including the ability to analyse program and project performance, identify emerging risks and dependencies, and provide strategic advice to support informed decision-making and project delivery.
3. Demonstrated knowledge of ACT Government procurement and contract management frameworks, with experience supporting procurement planning, evaluation, contract administration and governance across a portfolio of projects.

Behavioural capabilities

1. Proven ability to build collaborative relationships and influence outcomes across multidisciplinary teams, senior stakeholders and government agencies to support integrated program delivery and organisational objectives.
2. Demonstrated leadership, initiative and a commitment to continuous improvement, with the ability to strengthen project management practices, improve program performance and foster a collaborative, accountable and high-performing team environment.

Pre-requisite qualifications and/or experience

The successful occupant will be required to:

- hold a relevant professional qualification 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.

Work environment description

We are committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace. Below is an indication of the frequency of fundamental requirements of the position:

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation The position in an activity-based work environment	Occasionally
STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
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 (ADOs)	Never
Peaks and troughs	Frequently
Frequent paid 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)	Frequently
Working in a call centre environment	Occasionally
Working directly with the public	Frequently
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+	Occasionally
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	Occasionally
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	Occasionally
OTHER	FREQUENCY
Uniform required	Occasionally
Personal Protective Equipment (PPE) required	Occasionally