POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Division: Delivery – Transport and Civil

Business Unit: Program Delivery Office

Position Title: Assistant Director, Project Governance

Position Number: P27479

Classification: Senior Officer Grade C

Location: Canberra City / Hybrid

Last Reviewed: May 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 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 iCBR, Delivery – Transport and Civil (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, and Waste Infrastructure and Program Delivery Office (PDO).

POSITION OVERVIEW

The Assistant Director, Project Governance sits within the PDO, and reports to the Director, Project Services and Governance. This role ensures project governance functions run smoothly across T&C, including managing Governance Forums, leading Freedom of Information (FOI) requests, and completing other reporting as required.

The primary duties and responsibilities for this position include, but are not limited to:

- Provide secretariat functions for Governance Forums, including the preparation and quality assurance of papers and minutes, tracking actions and decisions, and coordinating forum logistics, stakeholder enquiries, and administrative support activities.
- Lead the preparation of complex government reporting, including briefs, papers, and other key deliverables.
- Oversee Governance teams operations, including work intake, resourcing, escalation management, and issue resolution, to ensure coordinated delivery, shared understanding of workstreams and operation continuity.
- Develop and maintain collaborative relationships across ACT Government, iCBR, T&C and relevant authorities to ensure consistent and effective governance delivery.
- Lead the development and assurance of project reporting, driving quality, consistency and continuous improvement to strengthen governance maturity and support compliance outcomes.
- Oversee and contribute to the development, implementation and quality assurance of project governance documentation, ensuring alignment with the iCBR Project Governance Framework, Project Delivery Framework and ACT Capital Investment Framework to support compliance and consistency.
- Develop and maintain robust information datasets and processes/systems to support the planning, delivery, and reporting for T&C projects and ensure they are fit-for-purpose, scalable, and aligned with government standards.
- Ensure the integrity and compliance of project governance documentation in line with the *Territory Records Act 2002*, supporting consistent and auditable record management practices.
- In conjunction with the iCBR FOI team, coordinate responses to FOI requests, ensuring the timely identification, quality assurance and provision of relevant project documentation in accordance with legislative and organisational requirements.

- Collaborate with the Director, Project Services and Governance to design and deliver training programs for T&C that enhance organisational capability and governance maturity, including government writing.
- Operate with sensitivity and compliance to the Territory's principles and ethical standards, with particular emphasis to probity, transparency and integrity.
- Adhere to and promote an awareness of the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety (WHS), the ACT Public Service Values and Signature Behaviours and workforce diversity to maintain a safe, healthy and fair workplace environment.
- 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 criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated experience leading secretariat functions for Governance Forums, including the proactive coordination of key participants and management of inputs to support effective governance processes.
2. Demonstrated experience in preparing complex project documentation, including meeting papers, briefs, and strategic reporting materials to support informed project decision-making and oversight.
3. Well-developed organisational and analytical skills, including the ability to write high-quality governance documentation, and provide sound strategic advice.

Behavioural Capabilities

4. Demonstrated ability to work effectively in a multidisciplinary environment, establish priorities, exercise initiative and support a program of work against specified timelines.
5. Highly developed verbal and written communication skills, including demonstrated ability to influence, liaise and negotiate effectively with a broad range of stakeholders, and to work both collaboratively and independently.
6. 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:

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

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)	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	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)	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	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
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	Occasionally