



ACT
Government

Major Projects Canberra

POSITION DESCRIPTION

Directorate: Major Projects Canberra

Position Number: P15081

Division: Portfolio and Program
Management

Classification: Senior Officer Grade B

Branch: Cladding Rectification Scheme

Last Reviewed: March 2024

Position Title: Director, Private Buildings
Cladding Scheme

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

Major Projects Canberra is responsible for leading and supporting the procurement and delivery of the ACT Government's infrastructure programs. We deliver infrastructure for the Canberra community, improving our liveability, enabling a vibrant, inclusive, and sustainable city.

The three main components to Major Projects Canberra are:

1. Planning, procuring, and delivering infrastructure designated by the ACT Government as major projects or programs.
2. Delivering other whole-of-government infrastructure programs and projects in partnership with other directorates, including supporting and coordinating the ACT Infrastructure Plans.
3. Provide expert property management and maintenance services to the ACT Government and community through ACT Property Group.

Other functions of Major Projects Canberra include contractor pre-qualification, project and program management systems and reporting, superintendency of works and Work Health and Safety Active Certification. Major Projects Canberra also provides strategic advice to government on issues related to infrastructure delivery and management.

DIVISION OVERVIEW

The Portfolio and Program Management Division has a Whole of Government role to analyse and develop the infrastructure pipeline for the Territory. It also serves as the central hub for planning, delivery, and oversight of infrastructure programs within Major Projects Canberra. The Division is

dedicated to maximising the Whole of Government value and impact of the infrastructure programs we run by ensuring alignment across Government and implementing best practice program management principles.

The Portfolio and Program Division is responsible for the Electrification of Government Gas Assets (EoGGA) and Cladding Rectification programs. In addition, the PPM Division coordinates and supports the coordination and delivery of the ACT Infrastructure Plan. MPC supports strategic infrastructure planning in the Territory and is a coordinated interface with Industry across our infrastructure pipeline.

BRANCH OVERVIEW

The Cladding Rectification Program oversees the rectification of combustible cladding on both Government and privately owned apartment buildings.

The Private Buildings Cladding Scheme was established in 2021 to test and assess the fire risk of combustible cladding on privately owned apartment buildings in the ACT and mitigate higher fire risk cladding through remediation. The Scheme offers a concessional loan to Owners Corporations to undertake cladding remediation of their apartment buildings with combustible cladding which poses a moderate or higher fire risk.

POSITION OVERVIEW

This position will manage a small team of people who will implement the program. This position reports directly to the Senior Director, Cladding Rectification Program. The primary responsibilities of this position are to:

- Be part of a leadership team leading the implementation of the program, demonstrating best-practice program administration
- Lead industry and public stakeholder engagement;
- Identify, review and manage risks and implement compliance/assurance systems;
- Engage in continuous improvement, through the collection of data, and research and resolution of policy/technical issues;
- Draft public materials and preparation of advice to the Division Executive, Director General, Ministers and Cabinet;
- Monitor and provide accurate and timely reporting on project activity, status, resources and budgets;
- Lead and manage staff, including providing a clear sense of direction, overseeing the management of performance, attendance and health and wellbeing;
- Work collaboratively with team members, sharing knowledge and expertise to improve business outcomes and support positive change in the work environment; and
- Adhere to and promote an awareness of the principles of the Respect Equity and Diversity (RED) Framework, Workplace Health and Safety (WHS), the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff.

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. Extensive experience in program delivery and policy development.
2. Ability to critically analyse information and think strategically to solve problems.
3. Strong verbal and written communications skills with attention to detail, demonstrated in preparation of briefs and correspondence.

Behavioural Capabilities

4. Demonstrated stakeholder engagement skills and ability to engage and manage positive stakeholder relationships.
5. Ability to achieve results and deliver effective outcomes in a timely manner.
6. Demonstrated understanding and commitment to the ACT Government and Major Projects Canberra Values framework, workplace respect, equity and diversity framework, workplace health and safety best practice and industrial democracy principles and practice.

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	Never
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	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	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	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