



# POSITION DESCRIPTION

**Directorate:** Infrastructure Canberra (iCBR)

**Position Number:** P45417

**Division:** Office of Director-General

**Classification:** Senior Officer Grade B

**Business Unit:** People, Engagement and Operations

**Location:** Flexible Working / City

**Position Title:** Director Human Resources

**Last Reviewed:** June 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

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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 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**

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People, Engagement and Operations is dedicated to fostering a vibrant, inclusive, and collaborative environment across iCBR, our partners, communities and stakeholders. Our mission is to set and drive iCBR's strategic direction with a primary focus on developing, enhancing and implementing communication, engagement, capability, cultural, transformation, corporate services and work health and safety initiatives across the organisation.

We are accountable for a range of functions including organisational strategy, transformation and culture, learning and development, industry and industrial relations, communications, stakeholder and community engagement, corporate governance, ministerial and cabinet services, human resources and work health and safety across all iCBR projects, programs and operations. We develop and implement organisational approaches and ways of working to deliver on our strategic priorities and provide the guidance and support for our people and partners to embed safety, cultural, diversity, equity and inclusion practices into their everyday work.

Our focus is on building a values-based culture supporting our people and services to be adaptable and dynamic, empowering our people to achieve wellbeing, high performance and collective success through various initiatives including strategy and people plans, capability and learning and development frameworks and people focused safety programs.

We strive to enhance organisational excellence and maximise value. We drive and incubate innovation and opportunities to challenge the status quo, foster collaboration and communities of practice to embed continuous improvement and learning practices and optimise outcomes. This includes embedding a culture of safety, robust governance, and effective people, engagement and operational services to support the delivery of iCBR's strategic priorities.

## **BUSINESS UNIT OVERVIEW**

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### **Chief Operating Office**

The Chief Operating Office (COO) branch supports Infrastructure Canberra through the delivery of core corporate functions that enable effective governance, capability development, and operational excellence.

The COO branch provides governance, ministerial and cabinet services, human resources, and corporate services that strengthen risk and safety management, audit and policy development, and robust corporate and government administration. Through this work, the COO branch contributes to a cohesive, agile, and high-performing organisation, aligned to Infrastructure Canberra's strategic priorities and values.

## **POSITION OVERVIEW**

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The Director Human Resources will contribute to the development and delivery of a range of strategic and operational people services across the directorate. Reporting to the Senior Director Human Resources, you will part of the leadership team of iCBR Human Resources responsible for the provision of human resource management, advice and support services to the Senior Executive Leadership Team and the Directorate.

## **WHAT YOU WILL DO**

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The primary responsibilities for this position are to:

- Form part of the Human Resources leadership team and support the Directorate with matters such as performance, conduct, injury management, recruitment and workplace relations.
- Represent Human Resources at meetings and presentations.
- Foster and develop collaborative relationships across iCBR focused on supporting the combination of human resources services.
- Analyse and report on human resource-related trends and identify and research opportunities to improve business performance.
- Develop, maintain, implement and monitor human resource management policies and practices.
- Support in the design, deliver, drive and evaluate contemporary strategic and operational people services, programs and initiatives ensuring alignment with the Directorate's workforce and Strategic Plan.
- Assist in identifying people implications of strategic and business plans including the implementation of key human resource initiatives and delivery of sound people management services and practices.
- Take a multi-faceted approach to facilitate effective, consistent and empowered people management including advising, guiding and coaching managers; providing ideas and challenging leaders to act as a catalyst for change; and enhancing leader capability in people management.
- With a focus on early intervention and local resolution, assist Executives/other leaders to manage complex people matters including assessment and management of workplace

issues, and appropriately apply specialist expertise to effectively address if the matter becomes higher risk.

- Provide high-level advice, briefings, reports and correspondence to the Chief Operating Office, Executives and employees when required.
- As part of the leadership team this position will supervise and manage employees.
- Additional to the above list of responsibilities there may be other duties in line with the classification level as required by the branch.

## **WHAT YOU REQUIRE**

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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 strong experience in human resource management to deliver on organisational priorities in a dynamic environment with competing demands and contributing to a positive workplace culture.
2. Demonstrated experience in identifying, managing and resolving complex people management matters, at systemic, team and individual levels.
3. Highly developed verbal and written communication skills and ability to communicate with influence, clarity and confidence, including providing subject matter expertise and advice to stakeholders.

### **Behavioural Capabilities**

4. Proven ability to build and sustain productive working relationships with stakeholders (within/across and outside the Directorate) through collaborating, negotiating and coaching capabilities to achieve outcomes.
5. High level analytical and conceptual skills and the capacity to exercise judgement in addressing complex policies and issues.
6. Demonstrated understanding and commitment to the ACT Government and Values framework, workplace respect, equity and diversity framework, workplace health and safety best practice and industrial democracy principles and practice.

### **Compliance Requirements / Qualifications**

#### ***Highly Desirable***

- Qualifications in human resources, employee relations or psychology are highly desirable.

## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director Human Resources (position number 45417) 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)	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 (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)	Frequently
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

<b>TRAVEL</b>	<b>FREQUENCY</b>
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

<b>SPECIFIC HAZARDS</b>	<b>FREQUENCY</b>
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

<b>OTHER</b>	<b>FREQUENCY</b>
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally