

POSITION DESCRIPTION

Directorate: Infrastructure Canberra (iCBR)

Position Number: P70570

Division: Delivery - Housing

Classification: Infrastructure Manager 1

Position Title: Project Director, Delivery Strategy and Planning

Location: Canberra City/Hybrid

Last Reviewed: September 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 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 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

The Delivery-Housing Division leads the ACT Government's public housing capital works program. The division is responsible for delivering new housing infrastructure and maintaining existing assets to ensure safe, sustainable and inclusive homes for the community.

The division oversees the planning and delivery of public housing developments that support growth, renewal and accessibility objectives, while contributing to the ACT Housing Strategy's goals of increasing public housing supply and improving housing affordability.

The division is also responsible for the asset management and maintenance of the ACT public housing portfolio, including the delivery of repairs and maintenance programs that preserve asset condition, enhance tenant outcomes and maximise the long-term value of public housing assets. In addition, the division leads the implementation of the ACT Government's public housing repairs and maintenance insourcing program, including the development of a future service delivery model and the progressive establishment of internal capability to deliver some housing maintenance services. This work supports the transition to a phased Government-led operating model that improves service delivery, strengthens accountability and delivers better outcomes for public housing tenants.

The division contributes to the ACT Government's broader infrastructure objectives by integrating housing delivery with community planning and place-based outcomes, embedding principles of sustainability, equity and liveability across all housing projects.

WHAT YOU WILL DO

Under very limited direction, the Project Director, Delivery Strategy and Planning, reporting to the Program Director, Delivery Strategy, Capability and Partnerships and Branch Manager, Delivery - Housing, will be responsible for strategic leadership and operational oversight of the Territory's forward social housing Capital Works program and delivery of Commonwealth supported initiatives.

This role will be required to exercise a high-level of autonomy, self-leadership and management of key stakeholder relationships across the Territory, resolve issues and deliver quality outcomes consistent with Whole of Government objectives and commitments in relation to public housing.

The role is also responsible for providing strategic leadership and oversight of project specific planning, design, and procurement activities to support delivery of the Capital Works program. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives.

Primary responsibilities of the role will include:

- Under the guidance of the Program Director, lead and oversee the planning, implementation, design and procurement of residential development projects as part of the Territory's forward social housing Capital Works program and Commonwealth supported initiatives.
- Provide expert advice and high-quality reporting to the Program Director, iCBR Executive Group, Ministers and Government on the policy parameters and delivery requirements of the housing capital program, and in the context of broader industry capacity and environment.

- Work co-operatively with individual ACT Government Directorates/agencies, particularly the Housing Coordinator General, in supporting the development of key housing-related policies, programs, and communications to ensure effective and sustainable implementation of Government's housing-related priorities.
- Build and maintain relationships for effective communication and partnership with government stakeholders and industry bodies connected to residential construction, public, community and social housing developments and development finance (public and private).
- Lead procurement activities and engagement with the private sector, particularly in relation to technical, commercial, design, planning and environmental matters.
- Oversee the Agency's market-initiated proposals process and framework, including the evaluation, negotiation and contract management for suitable projects/proposals presented to government.
- Communicating project scope, deliverables, progress and aspirations to a variety of audiences.
- Liaising with senior stakeholders including other ACT Government and relevant Commonwealth departments, planning authorities and community and business groups.
- Establishing and implementing an appropriate safety culture across all aspects of infrastructure delivery.

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. Proven knowledge and experience in program implementation, management and commercial arrangement negotiation for residential construction programs, with demonstrated ability in problem solving and innovative solutions to procurement methodologies and delivery strategies.
2. Proven experience in property development and the ability to effectively manage consultants, contractors and stakeholders to develop and deliver agreed project outcomes.
3. Demonstrated ability to identify risks and limitations within an infrastructure project/program and identify and implement strategies to manage these risks.
4. High level written and oral communication skills, with the ability to represent the directorate in high-level negotiations and liaisons with partnering directorates, suppliers, industry, utilities authorities and other key stakeholders.
5. Demonstrated ability to apply knowledge of legislation to ensure that the Directorate and the Territory comply with legislative requirements.

Behavioural Capabilities

6. Proven professional approach and ability to actively engage a broad range of stakeholders to develop and maintain effective and sustainable working relationships within iCBR, partner directorates and across Government and industry to benefit infrastructure delivery.
7. Demonstrated ability and desire to proactively deliver high quality outputs under tight timeframes, to work to multiple deadlines, and deliver results under pressure.
8. Demonstrated understanding of and commitment to fostering the ACT Government and Infrastructure Canberra values frameworks, including workplace respect, equity and diversity (RED) framework, workplace health and safety best practice, industrial democracy principles and practice, and requirements under the Territory Records Act.

Compliance Requirements / Qualifications

Positions classified as an Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Mandatory:

- **Engineering** – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or
- **Architecture** – a three-year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or
- **Project Management** – either:
 - a. a diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or
 - b. certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practicing Project Director (CPPD) or Certified Practicing Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or
 - c. have at least 10 years' relevant experience in project management, as described in the work levels.

Desirable:

- Significant experience in managing, planning and delivering housing infrastructure projects/programs.
- Experience in Knowledge of ACT Government procurement and budget processes, or the demonstrated ability to quickly acquire this knowledge.

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	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

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	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	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
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
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OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally