

POSITION DESCRIPTION

Directorate: Infrastructure Canberra (iCBR)

Position Number: P54247

Division: Delivery – Health, Education and Justice

Classification: Senior Officer Grade B

Business Unit: Northside Hospital Project

Location: Canberra City

Position Title: Director, Project Governance and Administration

Last Reviewed: June 2026

Position Requirements: Nil.

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

Within Infrastructure Canberra (iCBR), the Delivery – Health, Education, Justice (HEJ) Group 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 Northside Hospital, CIT Woden Campus, Education projects, Health projects and Justice projects.

The Group also supports partner directorates, including the Justice and Community Safety, Health and Community Services, City and Environment, Education Directorate, Canberra Institute of Technology, in the delivery of Tier 3 projects and property upgrades projects through provision of procurement and contract management services.

BUSINESS UNIT OVERVIEW

The Northside Hospital Project (NHP) team will be leading the design development and delivery of the new Northside Hospital in Bruce.

To acknowledge the Territory's increasing demand for healthcare services due to the growing and aging population, the ACT Government is funded for the New Northside Hospital at Bruce. This will replace the ageing facilities at North Canberra Hospital in Bruce. This development presents a significant opportunity to improve the delivery of healthcare Territory-wide, in partnership with the community, clinicians and healthcare providers.

The key objectives of the Northside Hospital, per the ACT Government's project Statement of Requirements, are to provide:

- Greater capacity in health care system in the north of the ACT.
- Patient focused / community focused care that improves patient outcomes.
- A hospital that is agile and flexible, with a whole-of-life focus.
- Greater alignment of health service delivery across the Territory.

The ACT Government is investing more than \$1 billion for a new hospital. This will be the largest single health infrastructure project to be delivered in the Territory's history.

The Project Team will work alongside ACT Health Directorate, Canberra Health Services and clinicians to plan, procure and deliver the new Northside Hospital Project.

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POSITION OVERVIEW

The Director, Project Governance and Administration is responsible for leading the management of the project governance and project administration functions for the Northside Hospital Project, ensuring the consistent delivery of high-quality, accurate and compliant project and governance outputs. The role provides strategic oversight and coordination of governance processes to support effective program control, reporting and decision-making.

The role supports the establishment and ongoing management of key governance forums for the NHP team, including coordinating the preparation and quality assurance of documentation for the Program Board and associated committees.

WHAT YOU WILL DO

1. Provide quality control of documents and monitoring of all papers being tabled in governance meetings, for correct and consistent production.
2. Play a lead role within the project team in managing the administration of all project related documentation, ensuring consistency in the approach to project documentation, capture, storage and retrieval across the project team, design team and project contractors.
3. Coordinate and draft high quality input papers for Project Board and associated sub-committees, as well as provide support to the NHP Executive Officer in drafting various forms of government reporting (e.g. Question Time Briefs; Questions on Notice, Estimates and Annual Report hearing briefs, ministerial briefs, inter-governmental correspondence, etc)
4. Coordinate with the Commercial and Delivery team on the risk management framework.
5. Lead the creation and appropriate management of Northside Hospital Project governance documents in accordance with the Territory Records Act.
6. Assist in managing change and document management processes in relation to key contracts that the Territory's has entered into for the delivery of the Northside Hospital Project.
7. Operate with sensitivity and compliance to the Territory's principles and ethical standards, with special regard to probity, transparency and honesty.
8. Adhere to and promote an awareness of the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety, the ACT Public Service Values and Signature Behaviours and workforce diversity to maintain a safe, healthy and fair workplace environment.

9. The Director, Project Governance and Administration will report to the Executive Branch Manager, Commercial. This position:
10. Does not require a pre-employment medical.
11. Does not require a Working with Vulnerable People Check.
12. May involve direct supervision of the staff.
13. May require attendance for out of hours requests to meet organisational demands.
14. An existing understanding of the ACT Government and its operations, or the ability to quickly attain this knowledge will be desirable.

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 ability and experience in managing project governance arrangements with exceptional organisational, analytical and communication skills with the ability to implement those skills to effectively support a large multidisciplinary project team.
2. High level experience in managing project administration, risk and change management processes and reporting. This includes proven experience in the use of project document management tools and systems.
3. Demonstrated experience in providing project stakeholder, project management/ administration and / or procurement support.

Behavioural Capabilities

4. Demonstrated ability to work effectively in a multidisciplinary team (under general guidance), establish priorities, exercise initiative and capacity to manage a program of work against specified timelines, including to continuously manage simultaneously multiple functions of the governance framework.
5. Highly developed verbal, written communication and quality assurance skills, including the ability to liaise and negotiate effectively with a broad range of stakeholders, as well as the ability to work both collaboratively and independently.
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.

Compliance Requirements / Qualifications

1. A good working knowledge of Records Management system such as Objective will be an advantage.
2. A good working knowledge of Project Document Management system such as Aconex will be an advantage.
3. Relevant tertiary qualifications (or equivalent experience) in Management, Project Management or Public Policy will be an advantage.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director, Project Governance and Administration (position number P54247) 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 (activity-based work environment)	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	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)	Never
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
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	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