CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Director – Standards and Specifications, Technical Services Unit, Infrastructure Planning

Classification: Infrastructure Officer 4 (IO4)

Position number: P61914

Division: City Services

Branch: City Operations

Business unit: Infrastructure Planning, Technical Services Unit

Position Status: Full time

Position Hours: 36.75 hours

Location: Hybrid Working Arrangements / 480 Northbourne Ave, Dickson, ACT

Reports to: Senior Engineering Director, Technical Services Unit, Infrastructure Planning

Date last reviewed: September 2026

Position requirements: Nil

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW

City Operations comprises Roads ACT, City Presentation, and Infrastructure Delivery branches and is responsible for delivering a wide range of services to the Canberra community.

The Division leads the planning, design, and program management for the provision of infrastructure and public open spaces across the city, including:

- Management, operation, and maintenance of the ACT road network, including roads, bridges, footpaths, traffic signals, street lighting, and stormwater infrastructure
- Management and maintenance of public open spaces to a high standard, including city parks, the public realm, the urban forest, lakes and ponds, and sporting facilities
- Delivery of the Capital Works infrastructure program on behalf of CED asset owners, and coordination of land manager inputs into land use planning and development

BUSINESS UNIT OVERVIEW

Infrastructure Planning delivers core technical asset management functions that guide the planning, prioritisation and governance of City Presentation and Roads ACT assets. This includes leading work to inform funding submissions, with a strong focus on alignment to relevant standards, specifications and technical requirements.

The team is jointly resourced by Roads ACT and City Presentation and operates under an Executive governance model comprising the City Operations Executives.

Key outputs across Infrastructure Planning include the development of funding submissions, preparation of strategic correspondence, and provision of authoritative technical advice to support infrastructure planning outcomes. The branch comprises specialist teams responsible for standards and technical advice, long-term asset planning, capital works prioritisation, and targeted open space and active travel initiatives.

POSITION OVERVIEW

This position works closely with a variety of subject matter experts to update CED Municipal Infrastructure Standards, Specifications and relevant Standard Drawings.

Decisions made at this level have a direct and significant impact on the strategic direction of the business. Recommendations provided by this role are technically authoritative and have a significant influence within and outside the Directorate.

The successful candidate will exhibit substantial technical expertise alongside executive-like capabilities. The position will provide high level advice to the Executive and contribute to and support the strategic direction of the City Services Division.

As a senior leader within CED, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a value-based leadership style.

This position requires a leader with a strong, considered, and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. 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. Model commitment to continually learn, encourage ongoing development, and develop, engage and the right people to the right roles.

DUTIES / RESPONSIBILITIES

- Assess, endorse and provide technical advice in the field of infrastructure standards, specifications and standard drawings, including departures from standards and specifications, and in respect of proposed new innovative products and public assets which have significant impacts on the day-to-day operations of the work area.
- Develop scope, undertake procurement and contract manage a series of technical specialists to carry out studies to update the infrastructure standards, specifications and standard drawings. As part of this, be accountable for compliance with procurement, contract management/administration and financial/budget frameworks.
- Work collaboratively with internal business units to lead the review, update and promote improvements to relevant processes, technical standards and innovation across development and infrastructure sections.
- Support alignment with best practice, such as the International Organisation for Standardisation (ISO), International Infrastructure Management Manual (IIMM) and Austroads guidance material.
- Monitor, evaluate and report on the performance and potential impacts of existing and future assets and services.
- Undertake design review and provide recommendations to support the delivery of projects and service initiatives as required.
- Identify opportunities to work collaboratively to improve service outcomes and overcome barriers. Actively build sustainable relationships with internal and external stakeholders. Represent and negotiate on behalf of the business unit to advance its interests, including in cross-agency, inter-jurisdictional and other forums.
- Identify external factors affecting (or having the potential to affect) development of standards and specifications, including emerging political, social, environmental and stakeholder issues/trends.
- Undertake complex/technical analysis (e.g. engineering) in identifying strategic direction/actions, alternative options to resolve complex problems, and devise innovative and effective solutions to complex matters which have substantial strategic impact for Government. Problems dealt with are often novel and require effective evaluation of options and flexible decision-making.
- Model and promote the CED Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

- This position currently involves direct supervision of multiple staff and requires managing/overseeing the allocation of work and day-to-day operations.

SELECTION CRITERIA (CAPABILITIES)

The following capabilities form the selection criteria that are required to perform the duties and responsibilities of the position.

- Demonstrated reasoning, research and analytical skills on novel problems, to either provide authoratative technical endorsement or provide advice to executives on technical matters where competing priorities are required to be balanced.
- Demonstrated experience developing and improving standards, specifications and guidelines, or similar, using an evidence base to manage significant and complex risks associated with infrastructure and to support community requirements.
- Demonstrated experience reviewing designs for major infrastructure projects which have a significant impact on the day-to-day operations of the work area, to ensure the delivery of organisational outcomes that are linked to established goals, priorities, and objectives.
- Demonstrated effective high-level communication and interpersonal skills especially in areas of written and oral communication, facilitation, liaison, representation and negotiation skills to effectively influence positive outcomes.
- Demonstrated experience applying high-quality customer service principles and practises with proven results.

PROFESSIONAL / TECHNICAL SKILLS AND KNOWLEDGE

- hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or
- have significant building or Infrastructure knowledge.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

1. Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.
2. Driver's licence (C-Class) is essential.
3. Tertiary qualifications in civil engineering and/or related technical disciplines is highly desirable.
4. Chartered Professional Engineer with Engineers Australia or equivalent is highly desirable.
5. Relevant industry experience working with all asset classes is highly desirable (>5 years).
6. Procurement, project management/contract management skills are highly desirable.
7. This position does not require a pre-employment medical.

8. This position does not require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director – Standards and Specifications (position number P61914) and indicates how frequently each of these requirements would be performed. Please note that CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

This position is located in a workplace designated for Activity Based Working (ABW). ABW is a transformation in the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

ADMINISTRATIVE	FREQUENCY
Telephone/Mobile Phone use	Frequently
General computer use/in field technology	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Peaks and troughs	Occasionally
Requirement to work overtime	Occasionally
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 (on roads, paths or nature strips)	Occasionally
Working outdoors	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally

Frequent travel – interstate	Occasionally

OTHER	**FREQUENCY**
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally