

POSITION DESCRIPTION

POSITION DETAILS

Position title: *Senior Director, Commercial and Contracts*

Location: *Hybrid - Dickson and work from home (WFH)*

Classification: *Senior Officer Grade A or Infrastructure Manager Level 1*

Reports to: *E01008 – Executive Branch Manager, Light Rail Operations*

Position number: *P41124*

Date last reviewed: *September 2026*

Position Status: *Full-time Permanent*

Position requirements: *Rail Worker Health Assessment Category 3 (may be required, subject to confirmation), a Working with Vulnerable People Check, and the person in this position may be required to participate in drug and alcohol testing.*

Position Hours: *36:45 hours per week*

Division: *Transport Canberra*

Business unit: *Light Rail Operations*

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

Transport Canberra delivers public transport operations and ensures that buses and light rail are interoperable with other forms of transport including taxis and active travel elements such as cycling and walking, all of which makes public transport accessible for all Canberrans.

BUSINESS UNIT OVERVIEW

Light rail aims to increase public transport usage in Canberra and promote the ongoing liveability of the city. Light rail fosters growth along light rail corridors and across Canberra more broadly. The Light Rail Operations branch is responsible for overseeing the successful operation of light rail by our contracted partner Canberra Metro and ensuring that the responsibilities of both the Territory and Canberra Metro, under a Public Private Partnership (PPP) agreement, are achieved.

The key roles are contract management, contract assurance, engineering and asset assurance, performance planning and monitoring and operational and incident management. The branch manages the interactions with Canberra Metro and leads coordination across the ACT Government of related activities, including emergency services, roads interfaces, legislation, planning approvals and ticketing and revenue protection. Light Rail Operations works closely with Infrastructure Canberra (iCBR) on future stages of light rail in the ACT.

POSITION PURPOSE

The Senior Director Commercial and Contracts in the Light Rail Operations branch is responsible for leading contract management, commercial negotiations and contract assurance of Canberra Metro's performance and delivery under the PPP Project Agreement. The Senior Director Commercial and Contracts supports the Executive Branch Manager Light Rail Operations by providing advice and leadership on commercial, contractual, and financial elements of light rail operations.

As a senior leader within Transport Canberra, this role requires a person who can inspire, energise, and positively influence outcomes, both internal and external to ACT Government, including the contract partner Canberra Metro and their operations and maintenance contractor Canberra Metro Operations (CMET). The role is responsible for supervising, managing, and motivating a small team and providing appropriate support and guidance.

This position requires a leader with a strong and considered approach to commercially-focused contract management, who is committed to building stakeholder relationships and delivering public value to the ACT community. The Senior Director Commercial and Contracts should have an adaptive leadership style that is focused on engaging people 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.

DUTIES / RESPONSIBILITIES

The Senior Director Commercial and Contracts will:

- Oversee contractual compliance, manage all requirements in relation to contract negotiations, interpretations, variations, modifications, contractual payments, and identify any commercial opportunities.
- Provide strategic advice in a clear, concise, and easy to understand format, and decision making that is supported by rigorous analysis, good judgement, and experience.
- Report on all commercial, contractual, and financial aspects of the light rail operator's activities including audits and assurance activities.
- Prepare, contribute to and review complex written briefs, advisory notes, presentations, correspondences, budget and financial reports and documentation.
- Liaise with ACT Government and third-party stakeholders on issues relating to light rail and its interfaces in accordance with the Project Agreement and rail safety requirements.
- Provide thought leadership and collaboration with teams from across CED and the ACT Government on best practice contracting, PPP relationship management, and light rail procurement (as required).
- This position has direct supervision of one to two staff (with the potential for strategic growth over time) as well as responsibility for engagement with external legal and commercial advisors.

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. Demonstrated ability to lead complex and commercially-focused negotiations; provide high quality commercial and contractual advice in a timely manner; and develop and implement processes of a complex nature.
2. Proven ability to apply highly developed coordination, negotiation, and consultation skills in dealing with multiple priorities and in gaining the cooperation of diverse stakeholders and staff to achieve required deadlines and outcomes as well as changes and improvements.
3. Demonstrated high-level communication capability with internal and external stakeholders while demonstrating sound judgement and discretion, including the ability to strategically collaborate in a clear, concise, and articulate manner.

Professional / Technical Skills and Knowledge

4. Demonstrated contract management experience in a complex operational and commercially structured environment.

5. Management of Public Private Partnerships, Franchise or Partnering arrangements with performance-based/outcomes-based contracts is desirable.

Behavioural Capabilities

6. Demonstrated leadership and people management skills that foster collaboration, teamwork, accountability and engagement in the delivery of organisational objectives.
7. Demonstrated commitment to safe work practices and to the ACT Public Service Values and Signature Behaviours, workplace respect, equity and diversity framework and industrial democracy principles and practice.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Highly desirable: Post graduate qualifications or higher education in contract management, engineering or law with a focus on commercial or infrastructure performance-based contracts.
- This position may require a pre-employment Rail Worker Health Assessment Category 3 prior to engagement.
- The incumbent in this position may be required to participate in drug and/or alcohol testing in accordance with Rail Safety National Law as part of Canberra Metro's safety requirements.
- This position **does** require a Working with Vulnerable People Check.
- Experience in a transport management (especially rail or light rail), or a municipal infrastructure management environment is highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Director, Commercial and Contracts (position number P41124) 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.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	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
Flexible working hours (access to flex time) – <i>see IM1 Enterprise Agreement for Recovery Leave conditions.</i>	Never
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 paid 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)	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	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

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

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Occasionally
Handling of dangerous goods/equipment	Never

Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

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