

Position description

Directorate: City Renewal Authority	Position Number: P71407
Business unit: Enabling Operations	Classification: SOGB
Position title: Commercial Director	Last reviewed: March 2026

City Renewal Authority

The City Renewal Authority is responsible for revitalising the central parts of Canberra to make it a great place to live, explore and enjoy. In partnership with the community, the role of the Authority is to create a thriving city heart by delivering design-led and people-focused urban renewal focused on social and environmental sustainability.

The City Renewal Authority (City Renewal) is established under section 7 of the *City Renewal Authority and Suburban Land Agency Act 2017* (CRASLA Act). The Authority leads the transformation of the City Renewal Precinct, which spans Dickson, Northbourne Avenue, Haig Park, Civic and Acton Waterfront.

Our vision

The City Centre is the heart of Canberra: a captivating gathering place where creativity, work, life and leisure come together.

Our **mission** is to bring this vision to life by:

- creating culturally rich, sustainable and thoughtfully-designed places
- encouraging and facilitating opportunities for new investment
- celebrating our places and their points of difference
- attracting people to support local businesses
- engaging genuinely with our community
- maintaining and activating our spaces so they are welcoming and lively.

We work with purpose and passion, guided by the **ACTPS values** of *Respect, Integrity, Collaboration and Innovation*. At CRA, you'll join a team committed to shaping a city that reflects the best of Canberra - where good design meets community, and where every project is an opportunity to make a lasting impact.

Who we are

We are a diverse and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

Our organisation is committed to innovation and creativity, and we aim to display this through the delivery of exciting urban renewal projects in the City Renewal Precinct. We are motivated, hardworking and collegiate in our approach to our work.

What we offer

- ✓ Interesting and fulfilling projects where you can see the direct results of your own work,
- ✓ A high level of support from an experienced team of professionals,
- ✓ A flexible workplace in a newly renovated office, and
- ✓ Career progression in a forward thinking ACT Government organisation.

Group Overview

What we do

The Enabling Operations Group is responsible for the strategic management and operational delivery of the City Renewal's enabling, project, place experience and marketing services, providing the organisational foundation that supports effective decision-making, governance, engagement and day-to-day operations. The Group supports the Board, its committees, the Chief Executive Officer, executives and staff to ensure that City Renewal operates efficiently, transparently and in alignment with its strategic objectives.

The Group provides integrated leadership across portfolio and project management, finance, governance and assurance, human resources, communications and engagement, and place experience and marketing. These functions are delivered through the following teams:

- Portfolio Management Office
- Finance
- Governance and Assurance
- Place Experience and Marketing
- Communications and Engagement

The Enabling Operations Group plays a critical role in enabling the successful delivery of high-quality urban renewal outcomes in the City Renewal Precinct.

Business Unit Overview

The Commercial team provides specialist commercial advice and delivery support across City Renewal's portfolio, with a particular focus on development and land release projects. Working under the direction of the Chief Commercial Officer, the team supports commercially sound, value-for-money and revenue-generating outcomes that are consistent with government priorities, approved funding, probity requirements and public sector obligations.

This includes commercial planning and analysis, market engagement, land release and procurement strategy, contract settings, commercial evaluation, risk allocation, negotiation support, due diligence, land sales and performance monitoring. The team works closely within the Enabling Operations Group and project delivery teams to ensure commercial advice is timely, practical and integrated into project planning, governance, procurement, land release and reporting.

The Commercial team forms part of City Renewal's portfolio management capability and supports the organisation to deliver high-quality urban renewal outcomes, including land release, capital works, design and place experience activities where commercial input is required.

Position Overview

The Commercial Director reports to the Chief Commercial Officer and operates under broad direction to lead and coordinate assigned commercial workstreams across City Renewal's

portfolio. The position provides senior commercial advice and delivery support for complex urban renewal, land release and related project activities, exercising sound judgement and independence to help project teams make well-informed decisions on delivery models, market engagement, procurement options, commercial and contract settings, risk allocation, financial considerations and commercial performance.

The position works through a matrix model with project and functional teams to translate commercial strategy into practical advice, tools and project support. The position supports the Chief Commercial Officer to strengthen commercial discipline, improve decision-making, manage commercial risks and opportunities, and build consistent commercial practice across City Renewal. The position may coordinate internal inputs and external advisory resources, represent City Renewal in commercial discussions within agreed parameters, and be accountable for the quality, timeliness and practical application of commercial advice on assigned matters. This includes:

- leading and coordinating assigned commercial workstreams that support City Renewal's portfolio priorities and commercial strategy
- providing authoritative and practical commercial advice to development and land release projects, and to other design, capital works or place experience activities as required
- coordinating strategic procurement planning, market sounding, commercial evaluation, contract settings, negotiation planning and risk allocation for assigned matters
- preparing and quality assuring commercially robust business cases, project plans, funding proposals, executive briefs and Board papers
- monitoring commercial performance, financial implications, emerging risks and opportunities, and providing clear advice on options, trade-offs and recommended actions
- working collaboratively with internal and external stakeholders to ensure commercial advice is integrated with public sector requirements, project governance and delivery priorities.

Duties of the Position

Under the direction of the Chief Commercial Officer, the Commercial Director is required to perform the following duties:

1. Lead and coordinate assigned commercial workstreams across City Renewal's portfolio, including planning, delivery and review of commercial inputs, advice and supporting processes.
2. Provide senior commercial advice to project teams and executives, including advice on commercial strategy, delivery models, market engagement, release to market approaches, contract settings, commercial risks, financial implications and value-for-money considerations.
3. Develop, implement and review commercial guidance, templates and processes that improve consistency, governance, decision-making and capability across City Renewal.
4. Prepare, review and quality assure commercially robust project planning material, business cases, funding proposals, release to market documentation, evaluation processes, executive briefs and Board papers.
5. Analyse market conditions, commercial trends, project performance, revenue and expenditure implications, risks and opportunities to inform options, trade-offs and recommended actions.
6. Coordinate commercial input across internal teams and external advisers, ensuring commercial advice is aligned with financial, legal, procurement, probity, governance, policy (including economic) and delivery requirements.
7. Represent City Renewal in commercial discussions, interagency forums and market engagement activities within agreed parameters.

8. Support effective workload planning, resource coordination and capability development across the commercial function, including guiding staff, project teams or advisers where required.
9. Contribute to a constructive, ethical and collaborative workplace culture consistent with ACT public service values, workplace diversity, participative work practices, workplace health and safety, and City Renewal's objectives.

Selection Criteria

1. Demonstrated experience leading or coordinating complex commercial work in urban renewal, land development, property, infrastructure or a similar portfolio environment, including planning, delivery and review of commercial inputs under broad direction.
2. Strong commercial capability, including experience in land sales, commercial analysis, procurement, contract management, negotiation support, financial and value-for-money analysis, and the identification and management of commercial risks, opportunities and trade-offs.
3. Demonstrated ability to exercise sound judgement, manage competing priorities, coordinate resources and be accountable for high-quality outcomes on complex commercial matters.
4. High-level communication, liaison and negotiation skills, including the ability to prepare clear commercial advice, briefs, reports and decision-making material; represent the organisation with government, industry and project stakeholders; and work effectively in multidisciplinary and matrix teams.
5. Understanding of ACT Government objectives, public sector procurement, probity and governance requirements, including the *City Renewal Authority and Suburban Land Agency Act 2017*, and a demonstrated commitment to ACT public service values, ethical conduct, workplace diversity, participative work practices, workplace health and safety, and ongoing learning and development.

Your suitability for this position will be assessed based on your skills, knowledge, and behaviour in relation to the duties/responsibilities listed above.

Qualifications/Requirements

- A degree, or significant progress towards a degree, in a relevant commercial or legal field is preferred (a copy of relevant information needs to be provided with your application).
- Demonstrated relevant experience supporting significant development, renewal, property or infrastructure projects from a commercial perspective.

Work Environment Description

The following work environment description outlines the inherent requirements of the role of Principal Development Director 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)	Occasionally
Fixed or specified start/finish times	Occasionally
Access to Accrued Days Off (ADO's)	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Peaks and troughs	Occasionally
Frequent 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 (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally

Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
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	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	Never

OTHER	FREQUENCY
Uniform required	Occasionally
Personal Protective Equipment (PPE) required: - Steel capped shoes - High visibility vest or clothing	Occasionally