

POSITION DESCRIPTION

Directorate: Infrastructure Canberra (iCBR)

Position Number: P14835

Division: Delivery – Transport and Civil

Classification: Infrastructure Manager Specialist
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Business Unit: Civil Infrastructure

Location: Hybrid

Position Title: Senior Manager

Last Reviewed: August 2021

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 Yindyamarra 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 – Transport and Civil (T&C) 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 Light Rail Stage 2 program of works, Roads Infrastructure projects and Waste Infrastructure projects. The division also supports partner directorates, including Transport Canberra and City Services, the City Renewal Authority and the Environment, Planning and Sustainable Development Directorate, in the delivery of tier 3 projects through provision of procurement and contract management services. Within T&C there are a range of teams who support the delivery of these projects, including the Program Delivery Office, the Commercial branch, Civil Infrastructure branch, Transport branch and the Waste Infrastructure Branch.

BUSINESS UNIT OVERVIEW

The Civil Infrastructure Branch within the Delivery – Transport and Civil in Infrastructure Canberra is responsible for the effective and efficient development and delivery of civil construction with a focus on safety, value for money and collaboration in support of the Governments capital works program. This approach is applied across the asset lifecycle from feasibility assessment and engineering design to construction, asset handover, and financial completion.

We work with a variety of ACT Government Directorates including City and Environment Directorate (CED), Chief Ministers, Treasury and Economic Development Directorate (CMTEDD) and the Suburban Land Agency (SLA) to support the delivery of their capital works and maintenance programs. We work collaboratively with our partner Directorates, design consultants, and civil engineering contractors to deliver positive built outcomes that involve environmental, social and economic benefits for our local communities.

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WHAT YOU WILL DO

Reporting to the Lead Senior Manager, the Support Senior Managers duties include:

- Provide leadership, assist to manage all project assignments within the team and maintain and manage all business standards and documentation of a high standard, coordinating with the Lead Senior Manager and the Director.
- Act on behalf of the Civil Infrastructure Branch to provide expert advice and direction on procurement, project development and delivery. Support management of feasibility, design and other investigations on behalf of the Civil Infrastructure Branch.

- Under broad direction, liaise and negotiate with directorates, contractors and consultants in the delivery of the ACT Government's capital works program or other infrastructure related projects.
- Provide comprehensive and effective management by monitoring, reviewing, assessing and managing reporting outputs on project progress and finances.
- Provide high quality reporting and advice to senior management, executive team and partner directorates. Compile and write reports and briefs on complex and unique issues related to infrastructure supporting urban development and other major projects.
- Represent the branch and the directorate at committee level when and as required.
- Adhere to the Government's procurement processes in line with the Government Procurement Act and The Capital Framework (TCF) including understanding the application of planning and development requirements in the ACT, the design process, contractual requirements, program control, cost control, alternative delivery methods, and statutory requirements.

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 extensive knowledge of the management and direction on infrastructure projects and, in particular, civil infrastructure and other engineering infrastructure supporting the Government's capital works program.
2. Detailed knowledge of project and contract management of high risk, complex projects, with demonstrated ability in overseeing, directing and coordinating procurement of capital works, including related services. Proven ability to deliver projects within time, cost and scoping targets.
3. Demonstrated superior written and oral communication skills, with the ability to represent the directorate in high level negotiations and liaisons with sponsoring directorates, suppliers, utilities and other stakeholders.
4. Knowledge of Government procurement and budget processes, or the demonstrated ability to quickly acquire this knowledge.
5. Demonstrated superior strategic and analytical skills and the ability to lead, manage and mentor a team of professional staff.

Behavioural Capabilities

6. Proven ability to work as a team member, work to multiple deadlines, and deliver high quality outputs and results under pressure.
7. 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

Mandatory:

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

- **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 a least 10 years relevant experience in Project Management.

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	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	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 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)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Occasionally
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	Occasionally
Excessive noise	Occasionally
Low lighting	Never

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	Never
Personal Protective Equipment (PPE) required	Occasionally