

POSITION DESCRIPTION – PROJECT OFFICER

Directorate: City Renewal Authority	Position Number: P62667
Business Unit: Enabling Operations	Classification: ASO6
Position Title: Project Officer	Last reviewed: March 2026

CITY RENEWAL AUTHORITY

The City Renewal Authority (City Renewal) 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 City Renewal is to create a thriving city heart by delivering design-led and people-focused urban renewal focused on social and environmental sustainability.

Our **vision** is clear – *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 City Renewal, 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.

DIVISION/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 for the City Renewal Precinct and Canberra.

POSITION OVERVIEW

The Project Officer (ASO6) supports the effective planning, coordination and delivery of projects and initiatives aligned with the City Renewal's strategic objectives. Working under broad direction, the role contributes to the delivery of complex projects or programs by providing high-quality project coordination, administrative, analytical and stakeholder support. The position operates with a high degree of autonomy, manages competing priorities, and works collaboratively with internal and external stakeholders to support timely, well-governed outcomes across City Renewal's functions.

The Project Officer will be responsible for the following key duties, noting that specific responsibilities may vary depending on the business unit or project assignment:

- a. Provide project coordination and support across one or more projects, programs or initiatives, including planning, scheduling, documentation, reporting and tracking deliverables.
- b. Prepare high-quality written materials such as briefs, reports, correspondence, presentations, submissions and meeting papers for internal and external stakeholders.
- c. Provide subject matter expertise, policy or technical advice to support project management, procurement, contract administration, financial processes and business activities, including monitoring budgets, invoices and expenditure in accordance with ACT Government requirements.
- d. Maintain accurate project records, registers and databases to support effective governance, reporting and audit requirements.
- e. Liaise with internal and external stakeholders to support project delivery, manage information flows and contribute to productive working relationships.
- f. Assist with risk, issues and dependency management by identifying emerging matters and escalating appropriately.

- g. Support meetings and governance processes, including agenda preparation, minute taking, action tracking and follow-up.
- h. Contribute to continuous improvement activities, business processes and team objectives.
- i. Undertake other duties consistent with the classification and role requirements as directed.

Behavioural attributes that would succeed in this role include:

- Proactive and solutions-focused approach to work.
- High level of professionalism, reliability and accountability.
- Collaborative team member who contributes positively to shared outcomes.
- Strong attention to quality, accuracy and continuous improvement.
- Ability to balance autonomy with appropriate escalation.

SELECTION CRITERIA

Professional/Technical Skills and Knowledge

- a. Demonstrated experience supporting the delivery of projects, programs or business initiatives in a complex organisational environment.
- b. Strong organisational and administrative skills, with the ability to manage competing priorities, meet deadlines and maintain attention to detail.
- c. Well-developed written and verbal communication skills, including the ability to investigate, interpret and prepare clear, accurate and fit-for-purpose documentation for a range of audiences.
- d. Demonstrated ability to use contemporary office and project management systems (e.g. Microsoft Office suite and related tools).

Behavioural Capabilities

- e. Demonstrated ability to work under general direction, exercise sound judgement and take initiative within agreed parameters.
- f. Proven ability to build and maintain productive working relationships with a diverse range of stakeholders.
- g. Demonstrated integrity and discretion when handling sensitive or confidential information.
- h. Adaptability and resilience in a dynamic environment, with the capacity to manage change and shifting priorities.
- i. Understanding of and commitment to Respect, Equity and Diversity (RED), participative work practices, and Work Health and Safety (WHS).
- j. Alignment with ACT Government Signature Values and Behaviours and the City Renewal Authority's organisational culture.

QUALIFICATIONS / WORK EXPERIENCE

- Tertiary qualifications in project management, business, planning, communications, governance, or a related discipline are highly desirable.
- Relevant experience in project coordination or delivery may be accepted in lieu of formal qualifications.

- Experience working in the public sector or a regulated environment is desirable but not mandatory.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of this position 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	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specific start/finish times	Never
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)	Never
Working in a call centre environment	Never
Working directly with the public	Frequently

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	Never
Bending/squatting	Never
Push/pull	Never

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	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	Occasionally

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required: - Steel capped shoes - High visibility vest or clothing	Occasionally