



ACT
Government

Infrastructure Canberra

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Position Number: P00870

Division: Chief Operating Office

Classification: Administrative Service Officer
2 (ASO2)

Business Unit: Corporate Services

Location: City / Fyshwick

Position Title: Corporate Services Officer

Last Reviewed: June 2026

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 Yindymarra 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.

BRANCH OVERVIEW

The Chief Operating Office works collaboratively with the Minister's Office, the Director-General and other members of the Infrastructure Canberra Executive Team, Executives across the ACTPS, and key government and non-government stakeholders. This Office provides Governance, Ministerial and Cabinet, Human Resources and Corporate Services to Infrastructure Canberra that enables effective governance including risk and safety, audit, policy development, enhanced capability and robust corporate and government administration.

BUSINESS UNIT OVERVIEW

The Corporate Services team provides corporate services to enable effective delivery of critical infrastructure projects and programs for iCBR. We look after our people by onboarding and offboarding both contracted staff and permanent employees. We manage office consumables and general facilities management in partnership with Delivery – Places and Spaces.

We ensure our people are safe at work by providing Personal Protective Equipment (PPE) and manage our fleet of service vehicles. We ensure iCBR is prepared for business disruption events by managing business continuity planning, emergency management and physical security requirements. We ensure iCBR has a robust cyber security posture that protects our information and data. We manage our records and information considering the whole information lifecycle. We provide sound Business System administration and advice services to enable successful outcomes.

What we offer

- Meaningful work impacting the Canberra community
- Supportive leaders who help you grow
- Opportunities to innovate
- A caring and kind workplace
- A flexible workplace, and
- Centralised support and extensive knowledge, driving innovation and engagement.

POSITION OVERVIEW

The Corporate Services Officer reports to the Facilities, Fleet and Corporate Team Leader and has a strong customer and operational focus responsible for managing day-to-day interactions at front-of-house. This role is responsible for various administrative activities including managing asset lifecycle, accommodation and facilities on behalf of Infrastructure Canberra.

WHAT YOU WILL DO

The primary duties and responsibilities for this position under general direction are:

1. Undertaking various accommodation and facilities functions, such as (but not limited to):
 - Ensuring meeting and utilities rooms are stocked, set up and organised
 - Ordering of stationery and equipment
 - Coordination and tracking of minor repairs/works on behalf of iCBR
 - Asset lifecycle management
 - Receipt and distribution of mail and deliveries
 - Management of PPE including ordering and stocktake/storage
2. Assisting new starters with work equipment e.g. laptops, keyboards, headphones
3. Undertake other duties appropriate to this level of classification, and
4. This position does not involve direct supervision of staff.

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. Sound written communication skills, including the ability to prepare routine documentation
2. Experience in delivering corporate services including coordination of office requisites, ICT asset management
3. Strong organisational skills and proven ability to exercise initiative, determine workload, problem solve minor issues, prioritise and complete tasks within the required timeframes.

Behavioural Capabilities

4. Well-developed interpersonal communication skills, with demonstrated ability to work effectively with a diverse range of internal and external stakeholders and foster productive working relationships
5. Demonstrated understanding and commitment to the ACT Government and iCBR values framework, workplace respect, equity and diversity framework, workplace health and safety best practice and industrial democracy principles and practice.

Compliance Requirements / Qualifications

- Driver's license C is desirable.
- Experience with Objective or a records management system will be highly regarded.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Corporate Services Officer (position number P00870) 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)	Frequently
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	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	Never

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	Never
Exposure to potentially distressing case material	Never

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