

POSITION DESCRIPTION – PROJECT OFFICER

Directorate: City Renewal Authority	Position Number: P64621
Business Unit: Design and Place Strategy	Classification: IO3
Position Title: Project Manager	Last reviewed: June 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.

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 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.

BUSINESS UNIT OVERVIEW

What we do

The Design and Place Strategy team deliver design-led, people-focused urban renewal projects in the City Renewal Precinct which encourage and promote social and environmental sustainability. We consult with the community, business groups and government to deliver new buildings and places within the precinct that are of exemplary design quality, excite interest and participation and attract new investment.

Who we are

We are a diverse and professional team of people 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 team currently includes architects, landscape architects and urban designers who are focused on ensuring best/next practice outcomes in our precinct. Our primary motivation is to achieve people and, place orientated urban renewal that demonstrates design excellence.

Our agency is committed to innovation and creativity, and we aim to evidence this through implementing transformative urban renewal projects in our Precinct. We are motivated and collegiate in how we work with each other and our stakeholders. 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

- ✓ Challenging 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.
- ✓ Career progression in a unique forward-thinking ACT Government organisation.

The team you will work in

As a Project Manager, you will have a direct impact in making Canberra a better place to live. You will operate with a high degree of autonomy and trust as you deliver projects that make meaningful contributions to the urban quality and social vitality of our precinct.

We are currently working on the creation of the Acton Waterfront, the revitalisation of Dickson Shops, significant upgrades to Garema Place, and a diverse range of other renewal initiatives.

POSITION OVERVIEW

The position sits within the Design and Place Strategy Team within the City Renewal Authority organisational structure. The position is responsible for the management and delivery of assigned urban renewal projects within the Authority's designated precinct. These projects may include landscape and urban design, city activation initiatives and place management plans. The position will be responsible for the management of various projects including design and planning related projects and place activation events as well as providing support to the broader City Renewal Team. Duties will include:

- Managing primarily design related activities/projects, including reviewing and providing comments on development application (DA) plans for developments referred to the City Renewal Authority and assist in the coordination of place activation events;
- Project management including:
 - preparing procurement documentation including procurement plans, risk management plans, consultant and contractor project briefs, reviewing tenders received, preparing tender evaluation reports
 - contract administration, quality assurance, contractor performance, and providing project governance support including maintaining appropriate project records;
- Delivering high quality written work including briefings, Cabinet and board papers and a range of communications and other project material;
- Ability to manage workload, and being flexible to adapt to peaks and troughs
- Undertaking community engagement, managing stakeholders and working closely across Government;
- Under the direction of the Senior Director Urban Design, providing support to the broader City Renewal Team including the Senior Executive, Chief Executive Officer, Board and Government as required; and other duties and functions as reasonably directed.

SELECTION CRITERIA

Professional/Technical Skills and Knowledge

1. Demonstrated ability to manage and deliver planning, design, construction and/or place making projects, including managing quality, timeframes, contracts and managing outcomes;
2. Demonstrated ability to work with minimal supervision, to exercise initiative, to pay attention to detail, and to prioritise work within tight timeframes in a busy office environment;
3. Demonstrated ability to think strategically and shape project direction, solve problems, work productively and flexibly as an individual, and as a member of a team;
4. Well-developed communication (including written, graphic and oral skills), negotiation and representation skills;
5. Understanding of and commitment to the implementation of Respect, Equity and Diversity (RED), participative work practices and Work Health and Safety (WHS);
6. Knowledge and experience of architectural, engineering or landscape related software such as CAD, GIS, etc;
7. Ability to produce high quality graphical presentation materials working with programs such as Adobe Suite and Powerpoint;
8. Familiarity with ACT Planning System and demonstrated experience of using ACTMapi.

QUALIFICATIONS / WORK EXPERIENCE

- Professional Qualifications in a design related field such as planning, landscape architecture, or architecture preferred;
- Project Management experience; and
- Minimum of 5 years' work experience in a directly relevant field, preferably in urban renewal and public realm related projects.

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