



ACT
Government

Infrastructure Canberra

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Position Number: P69449

Division: Delivery – Transport and Civil

Classification: Senior Officer Grade C (SOGC)

Branch: Civil Infrastructure

Location: Canberra City / Hybrid

Position Title: Assistant Director, Civil Infrastructure

Last Reviewed: July 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 (iCBR) 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 iCBR, Delivery - Transport and Civil (T&C) 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 City and Environment Directorate and the City Renewal Authority, in the delivery of Tier 3 projects through provision of procurement and contract management services. Within T&C there are a range of branches who support the delivery of these projects, including the Civil, Transport, Waste Infrastructure and Program Delivery Office (PDO).

POSITION OVERVIEW

The Assistant Director, Civil Infrastructure sits within the PDO, and reports to the Director, Project Services and Governance. The role provides strategic business management, executive coordination and governance support to the Senior Director, Civil Infrastructure and broader leadership team.

The position is responsible for coordinating business operations, infrastructure pipeline reporting, governance processes and continuous improvement initiatives to support the effective delivery of Civil Infrastructure outcomes. The role works collaboratively across iCBR, project teams and key stakeholders to ensure consistent business practices, quality reporting and effective information management.

The primary duties and responsibilities of this position include (but are not limited to):

- Provide high-level executive and business support to the Senior Director, Civil Infrastructure, including coordinating priorities, actions, correspondence, briefings and reporting requirements.
- Manage executive and business workflows, and governance activities to ensure timely and effective decision-making.
- Coordinate and maintain Civil Infrastructure pipeline information, reporting and performance dashboards.
- Lead the development, implementation and continuous improvement of business processes, systems and standard operating procedures.
- Coordinate the preparation of Ministerials, briefings, correspondence and executive reports.
- Support governance and assurance activities to ensure compliance with the Capital Investment Framework, Procurement Framework, iCBR requirements and Directorate policies.
- Monitor business performance, identify emerging issues and risks, and provide recommendations for improvement.

- Develop and maintain strong stakeholder relationships across iCBR, government agencies and external partners.
- Represent iCBR in a range of ACT Government and community forums including developing and maintaining collaborative working relationships with key stakeholders.
- Manage confidential and sensitive information in accordance with the relevant legislative and policy principles including maintaining records in accordance with the Territory Records Act.
- Promote and uphold the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety (WHS), the ACT Public Service Values and Signature Behaviours to maintain a safe, healthy and inclusive workplace.

WHAT YOU REQUIRE

Professional / Technical Skills and Knowledge

1. Demonstrated experience providing high-level executive and business support, coordinating business operations, governance activities, reporting and workflow management in a complex environment. Coordination and preparation of complex documentation such as Ministerial, briefs correspondence, reports and executive papers, with a high degree of accuracy and attention to detail.
2. Demonstrated analytical and strategic thinking skills, including the ability to identify risks, issues and opportunities, analyse information and provide practical recommendations to support business outcomes. Including the ability to manage competing priorities, maintain confidentiality and deliver quality outcomes within tight timeframes.
3. Highly developed communication, stakeholder engagement and business improvement skills, including experience developing and implementing processes, systems and reporting practices to support organisational performance and informed decision-making.

Behavioural Capabilities

4. Proven ability to establish, maintain and influence effective working relationships with senior executives, stakeholders and clients through collaboration, engagement and professional judgement.
5. Demonstrated adaptability, initiative and resilience, with a commitment to ACT Public Service Values, ethical conduct, workplace respect, equity and diversity, and WHS principles and practices.

Compliance Requirements / Qualifications

Desirable:

- Experience in an Executive Officer, Business Manager, Governance, Coordination or Project Management Office (PMO) role within government, infrastructure, construction or project

delivery environments, including supporting senior executives and coordinating governance, reporting and business management activities.

- Sound working knowledge of Objective and Microsoft Office Suit and business information management systems.
- An understanding of ACT Government administrative, governance and business processes, or the ability to quickly acquire this knowledge.

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	Never
Designated workstation	Occasionally
STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
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	Never
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