

POSITION DESCRIPTION – PROJECT MANAGER

Directorate: City Renewal Authority	Position Number: P62603
Business Unit: Capital Works	Classification: Infrastructure Office 3
Position Title: Project Manager	Last reviewed: June 2026

CITY RENEWAL CITY RENEWAL

The City Renewal Authority (City Renewal) is established under section 7 of the *City Renewal City Renewal and Suburban Land Agency Act 2017* (the Act). City Renewal is charged with leading the transformation of the City Renewal Precinct, which spans Dickson, Northbourne Avenue, Haig Park, Civic and Acton Waterfront. Our objectives are set out in section 8 of the Act and include:

- the encouragement and promotion of a vibrant city through the delivery of design-led, people-focussed urban renewal,
- the encouragement and promotion of social and environmental sustainability, and
- operational effectiveness, delivering value for money using sound risk practices.

Our strategies to achieve these are set out in our 2025 - 2030 Strategic Plan and the [City Precinct Renewal Program](#), and our success will be measured by:

- a revitalised City Renewal Precinct that is sustainable, liveable and attractive,
- a diverse and active residential population that has a strong sense of community, and
- the take-up of economic and business incubation opportunities for enterprises, small start-ups and creative people.

BUSINESS UNIT OVERVIEW

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

Working closely with business units in the City Renewal, as well as across the ACT Government, the team is responsible for the construction of renewal projects, inclusive of strategic business planning, program, risk and budget management and asset management, with all activities undertaken in accordance with City Renewal (and ACT Government) Strategies, Policies, Procedures and Acts.

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 unique forward thinking ACT Government organisation.

The Capital Works team consists of industry professionals with the broad range of project and contract management skills and expertise required to deliver City Renewal's complex infrastructure program.

Led by a Program Director, the Project Managers provide planning, procurement, contract administration and construction delivery services. Current projects / programs include, landscaping and urban infrastructure projects, public domain upgrades and infrastructure services (civil, electrical and stormwater) upgrades, all in a range of green and brownfield environments.

As a Project Manager, you will have a direct impact on 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 physical and social vibrancy on our precinct.

As part of the team, you will have the opportunity to broaden your skills, gain a strong understanding of the working of the City Renewal and contribute visibly within the City Renewal. You will operate with autonomy and trust as you deliver tasks and projects that support the realisation of the City Renewal's work.

POSITION OVERVIEW

Under limited direction and in line with corporate objectives apply high order project management and procurement skills to a broad range of construction projects for City Renewal (ACT Government).

Key responsibilities:

- Deliver complex and medium/high risk projects within time, cost, and scope targets.
- Provide procurement, project, and contract management. Use delegations and control time, cost, and quality.
- Identify, assess, and manage project risks. Monitor issues and implement mitigation actions.
- Prepare technical specifications, reports, and briefs. Review submissions and tenders for compliance and suitability.

- Follow government procurement processes under the Capital Framework, including design, contracts, program, cost, delivery methods, and statutory requirements.
- Engage with stakeholders, affected businesses, building owners, and the community to support delivery and manage construction impacts.
- Manage approval processes with relevant directorates and authorities.
- Oversee project partners, including head contractors, managing contractors, and consultants.
- Work across City Renewal and provide advice and support to business units.

Role scope:

- Deliver capital works projects within the City Renewal precinct.
- Manage business planning, stakeholder engagement, communication, budget, risk, reporting, and approvals.
- Coordinate with City and Environment Directorate and other ACT Government agencies, including Infrastructure Canberra and Digital Canberra.
- Work in partnership across City Renewal and provide advice to business units.

Reporting line and duties:

- Report to the Program Director, Capital Works.
- Plan projects and develop delivery strategies. Prepare briefs and coordinate with asset owners.
- Work with internal teams to achieve project outcomes.
- Prepare reports and presentations for governance bodies and stakeholders.
- Manage project programs and risk in line with government policies.
- Manage budgets, including reporting and forecasting.
- Manage stakeholder engagement and communication in line with approved plans.
- Provide support to City Renewal staff as required.

Professional/Technical Skills and Knowledge:

1. Developed experience and demonstrated ability in project and contract management of medium/high risk, urban infrastructure, landscaping, and engineering projects and related services. Proven ability to deliver projects within time, cost and scoping targets.
2. Demonstrated understanding of risk management concepts, standards, methodologies and management tools.
3. Awareness of procurement for Government within the construction industry, including knowledge of Government procurement processes, or the demonstrated ability to quickly acquire this knowledge.
4. Demonstrated tactical and analytical skills and the proven ability to work as part of a team managing capital works projects.

Behavioural Capabilities:

5. Demonstrated sound negotiation, liaison, representational and written and oral communication skills.
6. Demonstrated ability to work with and manage relationships with government directorates, suppliers, stakeholders, and the Canberra community.
7. Demonstrated ability to work with minimal supervision, to exercise initiative, to pay attention to detail and to prioritise work within tight time frames in a busy office environment.
8. Understanding of and commitment to the implementation of Respect, Equity and Diversity (RED), participative work practices and Work Health and Safety (WHS). Comply and understand the ACT Public Service Work Health and Safety Responsibilities Policy Statement.

Mandatory Requirements/Qualifications:

1. Holds a relevant qualification in engineering, architecture, landscape architecture, or project management, or membership with a recognised professional body in Australia.
2. Holds a relevant degree.
3. Has substantial experience in infrastructure design and construction, or in project and contract management.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of the Project Manager (P62603) 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)	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	Occasionally
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	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Occasionally
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	Occasionally
Potential to encounter agitated customers	Occasionally

OTHER	FREQUENCY
Uniform required	Occasionally
Personal Protective Equipment (PPE) required: • Steel capped shoes • High visibility vest or clothing	Frequently