



ACT
Government

Infrastructure Canberra

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Position Number: P40306

Division: Health, Education, Justice - Delivery

Classification: Infrastructure Manager/
Specialist 3

Branch: Health and Justice Projects

Location: Hybrid

Position Title: Project Director

Last Reviewed: September 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.

AGENCY 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 delivery, 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 Infrastructure Canberra (iCBR), the Delivery – Health, Education, Justice (HEJ) Group 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 Northside Hospital, CIT Woden Campus, Education projects and Health and Justice projects.

The Group also supports partner directorates, including the Justice and Community Safety, Health and Community Services, City and Environment, Education Directorate, Canberra Institute of Technology, in the delivery of tier 3 projects and property upgrades projects through provision of procurement and contract management services.

BRANCH OVERVIEW

The Health and Justice Projects Branch's deliver capital works and infrastructure projects on behalf of government and across ACT Government portfolios, undertaking tendering, risk management, contract management and project management activities. Its remit includes ambulance and fire stations, clinical and mental health buildings, hospital services and medical upgrades, correctional services facilities, police and security infrastructure, and emergency volunteer services facilities.

POSITION OVERVIEW

Reporting to the Executive Branch Manager - Justice Projects, under limited direction and in line with corporate objectives this role will be required to provide strategic management, technical advice and leadership of significant portfolio/s of works consisting of procurement, contract management and project management to a broad range of advisory, design and construction projects for the ACT Government.

The primary responsibilities for this position are to:

- Act on behalf of iCBR to provide expert advice and direction on contractual, technical issues and policies, and their implications in program or project development and delivery this may include representing the Territory in executive contract functions.
- Provide strategic oversight and lead assigned complex projects or portfolios of works throughout the infrastructure investment lifecycle. The work will include but not be limited to:

- Providing advice to support Directorate's analysis and development of infrastructure initiatives including leading the coordination and review of relevant business cases for Government consideration.
 - Oversee stakeholder and partner directorates interface with the Project Management team, design consultants and construction contractors;
 - Ensuring the review of project service requests, procurement, design and construction documentation, including consideration of strategic Infrastructure coordination across Government, has been undertaken to the agreed standard at key milestones; and
 - utilise, establish where required and maintain project data management system/s for projects to ensure consistent and accurate data reporting across the Branch.
- The position will manage a team responsible for the delivery of infrastructure procurement, contract management and project management activities and/or Project Directors who provide portfolio leadership and management.
 - Under broad direction, liaise and negotiate with iCBR colleagues, partner directorates, contractors and consultants in the delivery of the capital works or other infrastructure related projects.
 - Provide high quality reporting and advice to Executive Branch Manager, senior management, executive team, program control groups, project boards and partner directorates, including interpretation of legislative requirements, design standards and relevant guidelines and identification of business process improvements.
 - Compile and write reports and briefs on complex issues related to project delivery including contributing to draft submissions or briefings to provide information on arising issues or to seek approval from relevant governance committees.
 - Support the executive and governance functions and operations of the Branch and Group as required by the Executive Branch Manager.
 - Represent iCBR at Board and committee level when and as required.
 - Adhere to and promote an awareness of the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety (WHS), and the ACTPS Values and Signature Behaviours, to maintain a safe, healthy and fair workplace for all staff.
 - Undertake other duties appropriate to this level of classification which contribute to the success of projects and partner directorate liaison across Infrastructure Canberra. This may from time to time (if directed) include undertaking tasks associated with iCBR's other projects and / or Pipeline, Capability and Estate Group.

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. Extensive experience, proven skills and ability to lead diverse teams delivering large and/or highly complex infrastructure development, through sound decision making and balanced consideration of competing issues.
2. Demonstrated ability to utilise strategic, tactical and analytical skills and their application in delivering large and high-risk infrastructure projects, programs of work and business operations which support delivery with an exceptional understanding of risk management concepts, standards, methodologies and management tools in infrastructure projects.
3. Superior written and oral communication skills, with the ability to represent the directorate in high-level negotiations and liaisons with partnering directorates, suppliers, utilities authorities, industry bodies and other stakeholders.
4. Advanced knowledge of Infrastructure investment lifecycle processes within the construction industry, including knowledge of Government procurement processes, or the demonstrated ability to quickly acquire this knowledge.

Behavioural Capabilities

5. Proven professional approach and ability to actively engage a broad range of stakeholders to develop and maintain effective and sustainable working relationships across a broad range of internal and external groups including industry to benefit infrastructure delivery.
6. Demonstrated leadership abilities and desire to manage teams to proactively deliver high quality outputs under tight timeframes, to work to multiple deadlines, and deliver results under pressure.
7. Demonstrated understanding and commitment to the ACT Government and Infrastructure Canberra values framework, workplace respect, equity and diversity framework, workplace health and safety best practice and industrial democracy principles and practice.

Compliance Requirements / Qualifications

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

- **Engineering** – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or
- **Architecture** – a three-year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or
- **Project Management** – either:

- a. a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or
- b. certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practicing Project Director (CPPD) or Certified Practicing Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or
- c. have at least 10 years' relevant experience in Project Management.

Desirable

- A deep understanding of the infrastructure delivery sector including within the justice sector.
- Negative Vetting 2 Security Clearance or ability to obtain one.

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

