

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Position Number: P72444

Division: People, Engagement and Operations

Classification: Senior Officer Grade C (SOGC)

Business Unit: Cultural and Pathways Advisory

Location: Canberra City/Hybrid

Last Reviewed: September 2026

Position Title: Cultural and Pathways Governance Co-Ordinator

Note: This is an Aboriginal and/or Torres Strait Islander identified position.

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 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 infrastructure designated by the ACT Government as major programs or projects.
- 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.

iCBR adopts an integrated resourcing approach that provides our people with opportunities to apply their skills, experiences and capabilities across multiple relevant programs and projects to support infrastructure delivery for the ACT community.

DIVISION OVERVIEW

People, Engagement and Operations is dedicated to fostering a vibrant, inclusive, and collaborative environment across iCBR, our partners, communities and stakeholders. Our mission is to set and drive iCBR's strategic direction with a primary focus on developing, enhancing and implementing communication, engagement, capability, cultural, transformation, corporate services and work health and safety initiatives across the organisation.

We are accountable for a range of functions including organisational strategy, transformation and culture, learning and development, industry and industrial relations, communications, stakeholder and community engagement, corporate governance, ministerial and cabinet services, human resources and work health and safety across all iCBR projects, programs and operations. We develop and implement organisational approaches and ways of working to deliver on our strategic priorities and provide the guidance and support for our people and partners to embed safety, cultural, diversity, equity and inclusion practices into their everyday work.

Our focus is on building a values-based culture supporting our people and services to be adaptable and dynamic, empowering our people to achieve wellbeing, high performance and collective success through various initiatives including strategy and people plans, capability and learning and development frameworks and people focused safety programs.

We strive to enhance organisational excellence and maximise value. We drive and incubate innovation and opportunities to challenge the status quo, foster collaboration and communities of practice to embed continuous improvement and learning practices and optimise outcomes.

This includes embedding a culture of safety, robust governance, and effective people, engagement and operational services to support the delivery of iCBR's strategic priorities.

Consistent with iCBR's integrated resourcing approach, People, Engagement and Operations provides opportunities for our people to contribute their skills, experiences and capabilities across a range of programs and projects.

BUSINESS UNIT OVERVIEW

Cultural and Pathways Advisory

The Cultural Advisory function ensures Aboriginal and Torres Strait Islander cultural values, governance, and voices are embedded across iCBR's infrastructure planning, delivery, and operations. It provides strategic advice to executives and project teams, leads engagement with key stakeholders including the ACT Aboriginal and Torres Strait Islander Elected Body, supports implementation and reporting against key commitments and agreements, and contributes to organisational decision-making through participation in strategic leadership forums. Through these activities, the function promotes cultural integrity, accountability, and meaningful outcomes for Aboriginal and Torres Strait Islander communities.

POSITION OVERVIEW

Reporting to the Cultural and Pathways Advisor, the Cultural and Pathways Governance Co-Ordinator provides direct governance, coordination and delivery-tracking support to senior officers within the Cultural and Pathways function. This includes strategic, high-level and operational support within a dynamic and fast-paced environment. This position requires a proactive and solutions-focused professional who demonstrates sound judgement, discretion, and the ability to manage competing priorities with minimal supervision.

The successful candidate will operate with a high degree of independence, while fostering collaboration across teams and stakeholders to support organisational objectives.

Key Responsibilities:

- **Strategic Executive Support:** Deliver high-level support to the Cultural and Pathways Advisor and Assistant Cultural and Pathways Advisor, including coordination and development of briefing materials, ensuring alignment with strategic priorities and timely delivery of outcomes for cultural governance and pathways initiatives.
- **Brief Writing and Coordination:** Lead the drafting, coordination and quality assurance of executive briefs, Ministerial briefings, submissions, updates and correspondence relating to cultural governance, pathways initiatives and associated work programs.
- **Stakeholder Engagement and Relationship Management:** Build and maintain productive relationships across the organisation and with external stakeholders. Drive a culture of excellence, collaboration, and continuous improvement. Including upward and outward engagement. Partner with Aboriginal and Torres Strait Islander stakeholders and the iCBR Aboriginal and Torres Strait Islander Champions network, and connect with the Cultural Transformation Branch (Office of Industrial Relations and Workforce Strategy) on whole-of-government initiatives.
- **Operational Coordination and Governance:** Lead the coordination and quality assurance and consistency across all documentation and governance papers. Monitor workflows and ensure timely responses to internal and external requests, including accurate record-keeping using Objective ECM. Coordinate, monitor and report on the implementation of

strategic commitments, action plans and responses relating to Aboriginal and Torres Strait Islander policy, governance and strategic priorities, ensuring agreed actions, milestones and reporting requirements are progressed, tracked and escalated as required to support delivery and accountability.

- **Meeting and Secretariat Support:** Prepare agendas, briefing papers, and minutes for high-level meetings. Ensure follow-up actions are tracked and completed, contributing to effective governance and decision-making processes. Proactively monitor actions and deadlines, following up with stakeholders to ensure completion and visibility of progress.
- **Financial and Resource Administration:** Provide oversight and support for financial processes including accounts payable, expenditure reconciliation, and procurement coordination using the APIAS finance system. Contribute to resource planning and operational efficiency.
- **Team Collaboration and Support:** Work collaboratively with executive support teams to ensure seamless service delivery. Provide guidance and support to administrative staff as required, fostering a culture of excellence and continuous improvement.
- **Business Improvement and Governance:** Drive good governance and business improvement initiatives in collaboration with the executive team and stakeholders. Contribute to the development and implementation of systems and processes that enhance project performance and accountability.
- **Other Duties:** Undertake additional responsibilities commensurate with the classification level that contribute to the effective operation of the team and broader directorate.
- This position may involve direct supervision of staff.

This position works within iCBR's integrated resourcing approach, meaning that you may have the opportunity to contribute your specialist skills, experiences and capabilities to programs and projects that have a resourcing gap and that are not identified in this position description.

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. Proven experience preparing, coordinating and quality assuring high-quality brief writing and coordination, including Assembly and Ministerial briefings, submissions and correspondence demonstrating sound judgement, attention to detail and the ability to convey complex information clearly.
2. Proven experience managing competing priorities and delivering high-quality outcomes within tight timeframes in a confidential and politically sensitive environment, with the ability to adapt quickly to changing priorities, new initiatives and systems.

- Highly developed interpersonal, stakeholder engagement and communication skills, both written and oral, with the ability to liaise, negotiate, and build productive working relationships to achieve individual, team, and directorate objectives.

Behavioural Capabilities

- Demonstrated ability to work effectively under limited direction, exercise initiative and sound judgement, establish priorities, and manage a complex program of work to deliver agreed outcomes within required timeframes.
- Demonstrated experience in understanding ethical responsibilities such as conflict of interest and privacy provisions.
- Demonstrated understanding and commitment to the ACT Government and Infrastructure Canberra Values framework, workplace respect, equity and diversity framework, work health and safety best practice and industrial democracy principles and practice.

Compliance Requirements / Qualifications

Desirable:

- Relevant experience and/or qualifications in executive support/office management.
- Experience with Microsoft Office is highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the 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	Frequently
STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
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	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Never
Push/pull	Occasionally
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