POSITION DESCRIPTION

Directorate: Infrastructure Canberra (iCBR)

Position Number: P26169, Several

Division: Delivery – Health, Education and Justice

Classification: Infrastructure Officer 2 (INFR2)

Business Unit: Property Upgrades Projects

Location: Hybrid

Position Title: Senior Project Officer

Last Reviewed: October 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 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

The Delivery – Health, Education and Justice (HEJ) Division is responsible for the procurement and delivery of infrastructure projects for the people of Canberra. A dedicated team within iCBR provides:

- Delivery of major infrastructure projects on behalf of government
- Strategic advice to government on major infrastructure projects
- Procurement services for capital works projects
- Project management and contract administration for the delivery of a range of Territory-funded capital works projects
- Property and asset management and maintenance (reactive and planned)
- Commercial, leasing and licencing activities for Government and Community tenants
- Procurement and project management services for property and infrastructure projects
- Delivery of the Electrification of Government Gas Assets Program
- Delivery of the Cladding Rectification Program

The HEJ team consists of industry professionals with the broad range of skills and expertise required across the built and natural environment sectors to successfully deliver a diverse and complex infrastructure portfolio. Through its integrated team the division provides strategic advice to directorates and Treasury in relation to the planning and business case approvals for the capital works program.

BRANCH OVERVIEW

Who we are
Within the Delivery - Health, Education, Justice (HEJ) Division, Education Projects and Property Upgrades team provides the planning and oversight required to establish maintenance and capital upgrade programs across the asset portfolio as well as for the design, construction and delivery of new facilities for the ACT community.

We are a diverse, innovative 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 team includes staff with professional trades, customer service and real estate, building management, procurement and project management, administrative and management backgrounds.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive service from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

What we offer

- Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Government and Canberra community.
- The opportunity to work with passionate, innovative and experienced team with support for you to excel in the organisation and your role.
- A flexible workplace with modern fit out enabling activity-based work.
- The opportunity to develop and grow in a government infrastructure delivery agency.

The team you will work in
The Team is responsible for ensuring the Territory has great learning spaces, whether that is building new schools, modernising existing assets, replacing a leaking roof, or improving accessibility for people with disabilities.

The Team is also responsible for the asset and capital works management on properties that iCBR is custodian of or manages on behalf of various directorates, providing technical advice and decision making. The team also oversees procurements and contract planning and management for capital and maintenance works, and other procurements undertaken by the group. The team provides expert advice, centralised reporting and management.

POSITION OVERVIEW

The role is responsible for providing support to the team in procurement of a large volume of goods and services, including construction and trade services for the ongoing management of ACT Government owned and managed properties. This role works within the organisation and team to ensure that procurements occur in a timely manner, in alignment with legislation and regulation and that staff in the organisation have the right skills, policies and processes in place. This team performs the role of Contract Manager for managed service contracts and coordinates the procurement of required services.

WHAT YOU WILL DO

Under general direction, undertake work required for delivering the team's responsibilities and tasks which may include:

1. Manage the delivery of infrastructure upgrades on behalf of ACT Government Partners. This includes developing scope, technical and tender documentation in consultation with the client and determining value for money with robust evaluation frameworks.

2. Further responsibilities include;
    a. managing the project through to completion,
    b. inspecting work in progress to ensure highest standard of safety and compliance are adhered to
    c. retaining records in line with ACTPS Records and Procurement legislation;
    d. including commissioning documentation and maintenance procedures transferred to the building custodian.
3. Undertake Procurements in line with ACTPS legislation and Project Delivery Framework.

4. Under limited supervision, either individually or leading/mentoring a small team:
    a. Provide high-level expertise and advice on building services and in particular building construction works;
    b. High level project and contract management to enable the delivery of a range of building services and works that meet customer requirements;
    c. Undertake Site Safety Checks pursuant to WHS legislation.
5. Deliver projects in a customer and client focussed manner including:
    a. ensuring clear agreement from client on scope of works;
    b. building custodians, customers and building occupants informed of work programs and contractor attendance;
    c. managing or providing information at Project Control Groups;
    d. managing communications for the project;
    e. ensuring customers and clients are aware of feedback mechanisms.
6. Ensure compliance with the team's organisational, legislative and legal obligations, including but not limited to meeting relevant requirements of Australian Standards, WHS legislation, Property Risk Management, environmental legislation, Building Code of Australia and iCBR's accredited Quality systems.
7. Utilise computer programs including Microsoft Office suite, EDRMs, asset management programs, databases and property management systems in the delivery of high quality, compliant outcomes.

8. Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.
9. Undertake other duties appropriate to this level of classification which contribute to the operation of the section and organisation.
10. This position may involve supervision of staff.

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. Demonstrated skills and experience in building and construction, project management, contract supervision and procurement.
2. Demonstrated knowledge and delivery of contemporary project management practice.
3. Well developed communication (written and oral), interpersonal, representational and negotiation skills, including demonstrated ability to establish and maintain effective communication and working relationships with internal and external clients.
4. Proven ability to work with others to lead and model an innovative and positive team culture.

Behavioural Capabilities

5. Proven ability to work with others to lead and model an innovative and positive team culture.
6. Strong ability to work collaboratively within multidisciplinary teams, manage competing priorities, and deliver outcomes within tight timeframes, while maintaining oversight of multiple governance functions.
7. Highly developed communication and stakeholder engagement skills, with a focus on effective negotiation, and the ability to work both independently and as part of a team.
8. 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

- Hold a relevant professional qualification in Engineering, Architecture or Project Management, or accreditation with a professional body recognised within Australia, or
- Hold a relevant building degree, or
- Hold a Relevant building trade qualification, or
- Have significant building or Infrastructure knowledge and/or project management experience.

In addition, applicants must:

- Hold or have the capacity to obtain White Card and Asbestos Awareness, and Silica Awareness.
- Hold or have the capacity to obtain Work Health and Safety qualifications (Certificate IV);
- Hold a current driver's licence (car).

Membership of a relevant professional association and qualification/s in Procurement, Contract Management or Work Health and Safety are highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of **Senior Project Officer** 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	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Occasionally
Standing for long periods	Occasionally
Designated workstation (*This position is in an activity-based work environment)*	Never

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	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)	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)	Frequently
Working outdoors	Frequently

MANUAL HANDLING	**FREQUENCY**
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Occasionally
Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment	Occasionally
Working with asbestos	Occasionally
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required Steel Cap boots, high visibility and/or protective clothing, protective hardhat and glasses may be required when attending a construction site or other high-risk environments.	Frequently