POSITION DESCRIPTION

Directorate: Infrastructure Canberra (iCBR)

Division: Asset Management and Property Services

Business Unit: Facilities Management – Planned and Reactive Maintenance

Position Title: Contract Manager – Fire

Position Number: P72179

Classification: Infrastructure Officer Grade 3 (IO3)

Location: Fyshwick

Security Clearance Required: No

Last Reviewed: November 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 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 include:

- Supporting the planning, and leading the procurement and delivery, of government infrastructure programs and projects in partnership with ACT Government directorates.
- Leading the leasing of 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 model 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

Asset Management and Property Services is accountable for whole of life asset management and maintenance and the delivery of property projects and programs.

This includes:

- 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.
- Management of the Canberra Theatre Redevelopment Program.

The Group consists of industry professionals with the broad range of skills and expertise required to support whole of life asset management and the delivery of construction and property related projects. Asset Management and Property Services work collaboratively with others to deliver welcoming and safe places and spaces for the community and Agencies.

The Group operates within iCBR's integrated resourcing model, providing opportunities for our people to contribute their skills, experiences and capabilities across a range of programs and projects.

BRANCH OVERVIEW

What we do

The Facilities Management Branch is responsible for delivering both reactive and planned facilities maintenance services on behalf of the ACT Government. Our clients are ACT Government business units, not for profit and commercial service providers and the wider ACT community.

To deliver these services we maintain a qualified trades workforce as well as procurement and contract specialists with technical expertise to deliver facilities and property management across the ACT Government's diverse place and space portfolio. The Branch also provides the main intake and reception service for the organisation managing customer enquiries as well as allocation and management of tasks, repairs and maintenance requests requiring action. The Branch supports the development of people into the industry through sponsoring apprentices.

Who we are

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. Our organisation exists to provide a high-quality centralised facility management service in the ACT Government.
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 property focussed organisation.

THE TEAM YOU WILL WORK IN

The Planned and Reactive Maintenance Team ensures properties managed by the Group and maintained on behalf of Directorates are inspected, maintained and repaired by qualified and experienced staff and contractors. The team:

- provides expert advice and guidance on building related issues including compliance, repairs and maintenance;
- manages inspections, maintenance and repairs to ensure that buildings are fit for purpose, issues are identified and fixed;
- ensures that buildings are fit for purpose and any compliance issues are identified and rectified;
- manages planned upgrade works working closely with qualified building contractors to maintain and update properties.

The Planned and Reactive Maintenance Team works closely with qualified contractors to undertake this work. The team ensures that goods and services are procured or allocated, and that work performed is up to an acceptable standard.

POSITION OVERVIEW

This role provides expert advice and coordination of a defined or general property trade specialisation. The role provides planned services including contract coordination and project oversight, and reactive activities like building inspections and advice. The role also assesses, advises and ensures compliance with relevant trade speciality standards and regulations.

This position works within iCBR's integrated resourcing model, 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 WILL DO

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

1. Manage contracts to enable the delivery of a range of building services (specifically fire services and maintenance) and works that meet organisational requirements in meeting appropriate legislation and relevant standards. Duties may be modified to suit the operation requirements of the Section.
2. Undertake Site Safety Checks pursuant to WHS legislation, along with site quality checks around the delivery of works.
3. Manage the delivery of planned fire maintenance and programs on behalf of iCBR to ACT Government customers. This includes undertaking procurement, scoping work in consultation with clients, developing technical and tender documentation, evaluating proposals and determining successful contractors, managing the project through to completion, inspecting work in progress to ensure the highest standards and requirements are adhered to and maintaining relevant records, including information to be transferred to the building custodian.
4. Provide high level advice and expertise on fire maintenance tasks to staff, customers and contractors, including reviewing scoping, implementing and managing of ongoing contracts.
5. Lead and coordinate the Fire Services function, including supervision, development and workload management of assigned staff and contractors supporting the delivery of fire maintenance services.
6. Ensure compliance with organisational, legislative and legal obligations, including but not limited to meeting relevant requirements of Australian Standards, WH&S legislation, Property Risk Management, environmental legislation and the National Construction Code (including the Building Code of Australia).
7. Ensure compliance with procurement requirements under ACT Government Procurement Framework, policies and procedures.
8. Monitor and report on contractor performance, compliance outcomes, service levels, identified defects, risks and emerging issues to support informed decision-making and continuous improvement of fire services.
9. Utilise computer programs including Microsoft Office suite, asset management programs, databases and property management programs to deliver high-quality outcomes.
10. Undertake other duties appropriate to this level of classification which contribute to the operation of the section and organisation. This may require taking on duties / responsibilities not set out in this position description but that are aligned with your skills, knowledge and experience of your classification under the Work Level Standards, as well as your capabilities, and other attributes.
11. 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.
12. This position involves direct 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. Specialist trade or technical experience in Fire Maintenance, or Fire Protection services speciality including the willingness to learn technical issues in this area.
2. Demonstrated building and preventative maintenance, project management, contract supervision and procurement experience and skills.
3. Demonstrated experience in procurement and contract management of similar subject matter.
4. 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.
5. Proven ability to work with others to lead and model an innovative and positive team culture.

Behavioural Capabilities

6. Promote a safe working environment in line with your responsibilities under iCBR People Safety and WHS legislation. Comply with any reasonable instruction or procedure in regard to Work Health and Safety, take reasonable care of your own health and safety and that of others in your work and report any WHS incidents or hazards that have a potential risk of illness or injury to yourself or other people.
7. Implement the quality policy and procedures as part of the roles and responsibilities of the position. Recognise and advocate Facilities Management philosophy of continuous improvement, quality service delivery and being accountable for your own output.
8. Represent the interests of Facilities Management as a whole and engage with other business units to deliver a unified service to the ACT Government and the customers.
9. Behave with integrity, honesty and transparency in performing your duties, managing and using government resources, dealing with contractors and providers, and working with clients and customers.

Compliance Requirements / Qualifications

- Hold Specialist trade qualification or technical experience / qualifications in Fire Maintenance or Fire Protection Services, or
- 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
- Have significant building or Infrastructure knowledge and/or project management/ contract management experience.

In addition, applicants must:

- Have a working knowledge of applicable Australian Standards, including AS 1851 and the requirements for the routine service, inspection, testing, and maintenance of fire protection systems and equipment.
- Hold or have the capacity to obtain White Card, Asbestos Awareness, Silica awareness training;
- Hold a current driver's licence (car).
- Qualification/s in Procurement / Contract management / Work Health and Safety are highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Contract Manager – Fire 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	Frequently
Sitting at a desk	Frequently
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	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)	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+	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	Never
Frequent travel – driving	Occasionally
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	Occasionally
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.	Occasionally