ACT Government
Infrastructure Canberra

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Division: Delivery – Transport and Civil

Branch: Executive Office

Position Title: Director, Transport and Civil

Position Number: P64877

Classification: Senior Officer Grade B

Location: Canberra City

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 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 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 – Transport and Civil (T&C) 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 Light Rail Stage 2 program of works, Roads Infrastructure projects and Waste Infrastructure projects. The division also supports partner directorates, including Transport Canberra and City Services, the City Renewal Authority and the Environment, Planning and Sustainable Development Directorate, in the delivery of tier 3 projects through provision of procurement and contract management services. Within T&C there are a range of teams who support the delivery of these projects, including the Program Delivery Office, the Commercial branch, Civil Infrastructure branch, Transport branch and the Waste Infrastructure Branch.

POSITION OVERVIEW

The Director, T&C reports to the Executive Group Manager and provides high level executive support within T&C. In particular, the position will:

- Provide high level strategic advice, coordination and support to the Executive Group Manager and T&C Executive group, facilitating the delivery of projects and strategic priorities across T&C and contributing to the achievement of Infrastructure Canberra's strategic objectives.
- Lead and coordinate complex correspondence and reporting including Ministerial, Cabinet and Assembly business, Executive briefings, and Estimate and Annual Report Hearing materials.
- Lead the T&C Executive Support team with a focus on guiding, supporting and investing in team growth and effective change management.
- Manage and coordinate T&C Executive recruitment processes and support human resources matters.
- Coordinate with the office of the Director-General (DG) and Deputy Director-General (DDG) to ensure alignment of strategic initiatives.
- Lead operational efficiencies, governance, compliance and performance metrics to deliver outstanding results.
- Represent the T&C group in a range of ACT Government and community forums, including developing and maintaining collaborative working relationships with key stakeholders.

- Adhere to and promote an awareness of the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety, the ACT Public Service Values and Signature Behaviours and workforce diversity to maintain a safe, healthy and fair workplace environment.

WHAT YOU REQUIRE

The following capabilities form the selection criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated organisational and analytical skills, including the ability to exercise initiative, make sound judgements and manage competing priorities in a complex environment.
2. Demonstrated ability to lead and develop staff, coordinate workflows and manage resources to deliver high quality outcomes.
3. Highly developed written and oral communication skills, including the ability to prepare clear advice, briefings and correspondence, and influence outcomes through effective negotiation.

Behavioural Capabilities

4. Proven ability to establish and maintain productive working relationships with Executives, stakeholders and clients through collaboration and engagement.
5. Demonstrated understanding of ACT Government values and iCBR values framework including covering ethical standards, demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

Compliance Requirements / Qualifications

Desirable:

- Experience in a similar role within a project environment will be highly regarded.
- A good working knowledge of Objective and Microsoft Office.
- An understanding of the ACT Government Business and Administrative processes.

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	Never
Designated workstation	Never
STANDARD HOURS	**FREQUENCY**
Flexible working hours	Frequently
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	Never
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