

Position description

Directorate: City Renewal Authority	Position Number: P34435
Business unit: Enabling Operations	Classification: SOGA
Position title: Senior Director, Portfolio Coordination	Last reviewed: June 2026

City Renewal Authority

The City Renewal Authority (City Renewal) is responsible for revitalising the central parts of Canberra to make it a great place to live, explore and enjoy. In partnership with the community, the role of City Renewal is to create a thriving city heart by delivering design-led and people-focused urban renewal focused on social and environmental sustainability.

City Renewal is established under section 7 of the *City Renewal Authority and Suburban Land Agency Act 2017* (CRASLA Act). City Renewal leads the transformation of the City Renewal Precinct, which spans Dickson, Northbourne Avenue, Haig Park, Civic and Acton Waterfront.

Our vision

The City Centre is the heart of Canberra: a captivating gathering place where creativity, work, life and leisure come together.

Our **mission** is to bring this vision to life by:

- creating culturally rich, sustainable and thoughtfully-designed places
- encouraging and facilitating opportunities for new investment
- celebrating our places and their points of difference
- attracting people to support local businesses
- engaging genuinely with our community
- maintaining and activating our spaces so they are welcoming and lively.

We work with purpose and passion, guided by the **ACTPS values** of *Respect, Integrity, Collaboration and Innovation*. At City Renewal, you'll join a team committed to shaping a city that reflects the best of Canberra - where good design meets community, and where every project is an opportunity to make a lasting impact.

Who we are

We are a diverse 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 organisation is committed to innovation and creativity, and we aim to display this through the delivery of exciting urban renewal projects in the City Renewal Precinct. We are motivated, hardworking and collegiate in our approach to our work.

What we offer

- ✓ Interesting and fulfilling projects where you can see the direct results of your own work
- ✓ A high level of support from an experienced team of professionals
- ✓ A flexible workplace
- ✓ Career progression in a forward thinking ACT Government organisation.

Group Overview

What we do

The Enabling Operations Group is responsible for the strategic management and operational delivery of the City Renewal's enabling, project, place experience and marketing services, providing the organisational foundation that supports effective decision-making, governance, engagement and day-to-day operations. The Group supports the Board, its committees, the Chief Executive Officer, executives and staff to ensure that City Renewal operates efficiently, transparently and in alignment with its strategic objectives.

The Group provides integrated leadership across portfolio and project management, finance, governance and assurance, human resources, communications and engagement, and place experience and marketing. These functions are delivered through the following teams:

- Strategy and Performance
- Finance
- Governance and Assurance
- Place Experience and Marketing
- Communications and Engagement

The Enabling Operations Group plays a critical role in enabling the successful delivery of high-quality urban renewal outcomes in the City Renewal Precinct.

Position Overview

The Senior Director, Portfolio Coordination reports to the Executive Branch Manager, Strategy and Performance, to lead and embed City Renewal's enterprise portfolio, program and project management capability. The role provides senior operational leadership across portfolio governance, assurance, performance reporting, project controls, procurement and contract management, business case development and delivery support to enable informed decision-making and delivery confidence across City Renewal's program of work.

Operating as a Senior Director, the position translates strategic direction into practical systems, standards, tools and ways of working that support delivery teams and executive oversight. The role is expected to provide authoritative advice, manage competing priorities, exercise sound judgement and work collaboratively across delivery and enabling functions in a small, delivery-focused ACT Government agency.

The role is responsible for maintaining an integrated view of City Renewal's portfolio pipeline, delivery commitments, statutory and whole-of-government obligations, resource pressures, benefits, risks, issues and assurance requirements. This includes supporting portfolio pipeline management, business case development, portfolio input to statutory and performance reporting, benefits management, WHS and sustainability policy alignment, along with evidence-based advice to the Executive, Board, Minister and other key stakeholders.

The Senior Director will supervise staff, including project officers, consultants and contractors as required. The role will also be responsible for managing several contracts that support the broader City Renewal program, including contracts that provide specialist project, WHS, sustainability, procurement, assurance, reporting or delivery support.

Key accountabilities

- Lead the day-to-day operation and continuous improvement of the portfolio management function, ensuring portfolio services, frameworks, standards, templates and tools are embedded, practical, proportionate, well governed and aligned to City Renewal's strategic objectives, approved priorities and delivery commitments.
- Establish and maintain portfolio governance, assurance and performance arrangements, including oversight of delivery confidence, risks, issues, interdependencies, milestones, budgets, benefits and escalation pathways.
- Lead and provide advice to the executive on portfolio planning, prioritisation, pipeline management, resource allocation and project sequencing processes to support realistic delivery planning, evidence-based prioritisation and visibility of current and future commitments, constraints and decision points.
- Lead and coordinate portfolio input to statutory, whole-of-government and organisational accountability requirements, including relevant statutory statements, business cases, reporting obligations and policy responses.
- Lead the development and use of portfolio data, dashboards, analytics, briefs and reports to provide timely advice to the executive, Board, committees and senior stakeholders on portfolio performance, delivery risks, benefits, resourcing, contracts and emerging issues.
- Lead and coordinate portfolio-level risk, issue and dependency management, including escalation of significant delivery risks and coordination of mitigation strategies across delivery and enabling functions.
- Lead and support organisational capability uplift by coaching delivery teams, improving use of project management systems and data, and supporting consistent application of project, procurement, contract management and reporting practices across City Renewal.
- Build and maintain effective relationships with delivery teams, enabling functions, ACT Government directorates, suppliers, consultants and whole-of-government forums to support coordinated delivery, issue resolution and effective representation of City Renewal.
- Manage, develop and support staff, consultants and contractors assigned to the portfolio management function, fostering a culture of professionalism, accountability, collaboration and continuous improvement.
- Perform other duties appropriate to the classification and role.

Selection Criteria

1. **Portfolio, program and project management:** Demonstrated high-level experience in portfolio, program or project management in a complex delivery environment, including the development and application of governance frameworks, project controls, performance reporting, delivery assurance, benefits realisation practices.
2. **Public sector governance and decision support:** Demonstrated ability to provide sound, evidence-based advice to senior executives, committees and boards, including the ability to analyse delivery performance, use portfolio data and reporting insights,

identify risks and interdependencies, and prepare high-quality written material to support informed decision-making.

3. **Procurement and contract management:** Demonstrated experience planning, managing and overseeing procurement and contracts within government or a similarly regulated environment, including supplier performance, compliance, expenditure monitoring, risk management and record keeping.
4. **Leadership and capability uplift:** Demonstrated ability to lead staff, consultants or contractors; support a positive and accountable team culture; coach others; and improve organisational capability through practical systems, tools, guidance and continuous improvement.
5. **Stakeholder engagement and influence:** Highly developed communication, negotiation and relationship management skills, with the ability to work collaboratively across delivery and enabling teams, central agencies, suppliers and other stakeholders to resolve issues and deliver outcomes.
6. **Strategic judgement and delivery focus:** Demonstrated ability to exercise sound judgement, manage competing priorities, operate with a high degree of independence and deliver high-quality outcomes under pressure in a small, complex and delivery-focused organisation.
7. **ACTPS values and obligations:** Demonstrated commitment to the ACTPS values of Respect, Integrity, Collaboration and Innovation, and to workplace diversity, participative work practices, work health and safety, ethical conduct, records management and public sector accountability.

Qualifications/Requirements

- Tertiary qualifications in a relevant discipline such as project management, public administration, business, finance, governance or a related field are highly desirable.
- Relevant professional certification or training in project, program or portfolio management, procurement, contract management or assurance is desirable.
- Significant experience in portfolio, program or project management, procurement, contract management, governance or delivery assurance in the public sector or a similarly complex environment is highly desirable.
- Experience in urban renewal, land release, infrastructure, capital works, property, planning or government investment environments is highly desirable.

Work Environment Description

The following work environment description outlines the inherent requirements of the role of Principal Development Director 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	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Access to Accrued Days Off (ADOs)	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
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)	Never
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	Occasionally
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: - Steel capped shoes - High visibility vest or clothing	Occasionally