

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Position Number: P61719

Division: Delivery – Transport and Civil

Classification: Administrative Services Officer 6

Business Unit: Commercial

Location: Canberra City / Hybrid

Position Title: Senior Commercial Officer

Last Reviewed: June 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 (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 Yindymarra 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, Transport and Civil Infrastructure (T&C) 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 City and Environment Directorate and the City Renewal Authority, in the delivery of Tier 3 projects through provision of procurement and contract management services. Within T&C there are a range of branches who support the delivery of these projects, including the Civil, Transport, Waste Infrastructure and Program Delivery Office (PDO).

POSITION OVERVIEW

The Senior Commercial Officer sits within the Commercial team and reports to the Director, Project Budget and Reporting.

The primary duties and responsibilities for this position will include but not limited to:

- Support the Director, Project Budget and Reporting by contributing to inputs for comprehensive and effective management of the Transport and Civil project budgets and finances by monitoring and analysing reporting outputs, including input to the monthly project reporting and Commonwealth reporting, as required.
- Support the preparation and coordination for the relevant parts of the Commercial Team's input into papers for the relevant project reporting, including any Project Control Group, Board and various forms of government reporting (e.g. Estimates, inter-governmental correspondence).
- Support the Director, Project Budget and Reporting to develop Standard Operating Procedures (SOPs) and improve processes and reports for the commercial team.
- Support the Director, Project Budget and Reporting to contribute to the development of budget business cases, with a focus on the financial impacts and project budgets.
- Support the Director, Project Budget and Reporting to manage external funding arrangements and development of Project Proposal Reports and Commonwealth funding requests (as required).
- Provide collaborative support to the commercial team while building and maintaining effective working relationships with project teams, iCBR finance and other stakeholders.
- Work collaboratively with the relevant teams for any projects in the delivery phase to provide commercial support, with a particular focus on analysis of project budgets and financials, as required.
- Lead the fortnightly pay reporting with the commercial officer, ensuring reporting is accurate and within the audit timeframe requirements.
- Mentor and support to the commercial officer within the team.
- Operate with sensitivity and compliance to the Territory's principles and ethical standards, with special regard to probity, transparency and honesty.

- 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, health and fair workplace environment.

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 experience in supporting managing project budgets and reporting.
2. Sound working knowledge of project planning project planning and delivery, government policies relating to procurement, records management, and probity.
3. Strong written and verbal communication skills including the ability to draft project documentation and financial reports with particular attention to detail.

Behavioural Capabilities

5. Experience in establishing and maintaining effective relationships including with stakeholders and clients; through collaboration and engagement.
6. Demonstrated high-level analytical thinking, particularly the ability to understand how issues integrate and to make rational judgements from available information.
7. 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:

- A degree or diploma in a relevant commercial or accounting field (a copy needs to be provided with your application) – or demonstrated relevant equivalent experience;
- Demonstrated relevant experience in financial analysis and reporting; and
- A good working knowledge of government business records management systems, including Objective, will be an advantage.

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	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Occasionally
STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
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	Never
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	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Occasionally
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	Frequently
Exposure to potentially distressing case material	Occasionally
OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally