



ACT
Government

Infrastructure Canberra

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Division: Delivery - Housing

Branch: Public Housing Facilities
Management Insourcing and Property
Services Operations

Position Title: Senior Program Governance
Officer

Position Number: P68486

Classification: Administrative Services
Officer Class 6 (ASO 6)

Location: Canberra City/Flexible

Last Reviewed: August 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.

WHAT WE DO

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.

DELIVERY – HOUSING DIVISION OVERVIEW

The Delivery-Housing Division leads the ACT Government's public housing capital works program. The division is responsible for delivering new housing infrastructure and maintaining existing assets to ensure safe, sustainable and inclusive homes for the community.

The division oversees the planning and delivery of public housing developments that support growth, renewal and accessibility objectives, while contributing to the ACT Housing Strategy's goals of increasing public housing supply and improving housing affordability. The division is also responsible for the asset management and maintenance of the ACT public housing portfolio, including the delivery of repairs and maintenance programs that preserve asset condition, enhance tenant outcomes and maximise the long-term value of public housing assets.

In addition, the division leads the implementation of the ACT Government's public housing repairs and maintenance insourcing program, including the development of a future service delivery model and the progressive establishment of internal capability to deliver some housing maintenance services. This work supports the transition to a phased Government-led operating model that improves service delivery, strengthens accountability and delivers better outcomes for public housing tenants.

The division contributes to the ACT Government's broader infrastructure objectives by integrating housing delivery with community planning and place-based outcomes, embedding principles of sustainability, equity and liveability across all housing projects.

POSITION OVERVIEW

Reporting to the Assistant Director, Program Governance and Support, the Senior Program Governance Officer plays a key role in supporting project governance and administration functions within the Delivery-Housing Group.

WHAT YOU WILL DO

The primary responsibilities for this position are:

- Co-ordinate governance arrangements and provide secretariat support for Delivery - Housing governance forums, including agendas, minutes, action registers and meeting logistics.
- Prepare, review and quality assure governance papers, reports, briefs and correspondence to ensure accuracy, consistency and compliance with organisational requirements.
- Develop, maintain and improve governance products, including terms of reference, governance frameworks, reporting templates, procedures and guidance materials.
- Coordinate reporting inputs from project teams and corporate stakeholders to support governance forums, risk and executive reporting requirements.
- Maintain project records, governance and risk registers, supporting the identification, monitoring and escalation of project risks in accordance with organisational policies and frameworks.
- Analyse governance, risk, project and performance information to identify trends, risks, issues and opportunities, and provide evidence-based recommendations to management to support informed decision-making and effective program delivery.
- Provide expert advice and guidance to project teams, stakeholders and management on governance frameworks, risk management practices, reporting requirements, documentation standards and compliance obligations.
- Lead the development, implementation and continuous improvement of governance, reporting and assurance processes, frameworks and tools to strengthen governance practices, enhance reporting quality and improve organisational outcomes.
- Build effective stakeholder relationships and provide advice on governance, reporting, risk management and documentation standards, while contributing to continuous improvement and promoting the principles of the Respect, Equity and Diversity (RED) Framework, Work Health and Safety, ACT Public Service Values and Signature Behaviours, and workforce diversity to maintain a safe, healthy and inclusive workplace
- Provide adhoc administrative support to the broader Strategic Delivery Housing Team to ensure the effective coordination and delivery of business activities

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 providing secretariat support, coordinating governance forums and supporting project teams to deliver high-quality governance and administrative outcomes, including risk management activities, within tight timeframes.
2. Excellent organisational, administrative, co-ordination and time management skills including the ability to prioritise workloads, exercise initiative, manage competing demands and work effectively under limited direction.

3. Highly developed communication and interpersonal skills, including the ability to prepare high quality written materials and effectively advise, negotiate, consult and build productive relationships with key internal and external stakeholders.

Behavioural Capabilities

4. Demonstrated ability to build productive and collaborative working relationships across all levels of an organisation, achieve results and manage sensitive issues with professionalism, discretion and integrity.
5. Demonstrated understanding of, and commitment to, the ACT Government Values and Signature Behaviours, Infrastructure Canberra Values framework, workplace Respect, Equity and Diversity (RED) framework, Work Health and Safety principals and industrial democracy principles and practices.

Compliance Requirements / Qualifications

- Demonstrated working knowledge of government business operations and governance processes within an infrastructure project environment is highly desirable.

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	Frequently
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	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
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)	Never
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	Never