

POSITION DESCRIPTION

Directorate: Infrastructure Canberra (iCBR)

Position Number: P61655

Division: Delivery – Transport and Civil

Classification: Senior Grade Officer C

Business Unit: Light Rail

Location: Canberra City / Hybrid

Position Title: Assistant Director Interface

Last Reviewed: September 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 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 (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 Assistant Director, Interface is responsible for the coordination and delivery of interface management activities across complex infrastructure projects and programs, supporting effective planning, integration and delivery of project outcomes.

The position manages complex interfaces between projects, ACT and Commonwealth Government agencies, delivery partners, utility providers, developers, adjacent projects and other relevant parties. The role works collaboratively across project disciplines to identify and manage dependencies, risks, issues, opportunities provide high-quality advice in items that may impact project scope, program, cost or delivery outcomes.

Working with a high degree of autonomy, the position supports the development, implementation and continuous improvement of interface management strategies, plans, governance arrangements, processes and systems. The role is responsible for progressing complex interface matters, facilitating coordinated outcomes across organisational and project boundaries, and escalating significant or strategic matters to senior management where required.

The position may lead discrete interface workstreams and supervise or support staff within a multidisciplinary project environment, contributing to a collaborative, high-performing and outcomes-focused culture.

WHAT YOU WILL DO

The primary duties and responsibilities for this position are to, under broad direction:

1. Lead and coordinate the management of interface activities across allocated projects, programs or workstreams, ensuring key stakeholders, interfaces, dependencies, risks, issues, opportunities and changes are identified, documented and actively managed through resolution.
2. Develop and maintain effective working relationships across ACT and Commonwealth Government agencies, delivery partners, contractors, utility providers, developers,

adjacent projects and other relevant parties to support coordinated infrastructure planning and delivery.

3. Coordinate the negotiations on complex interface matters, balancing project requirements, stakeholder interests and broader government objectives to achieve practical and sustainable outcomes
4. Provide high-quality strategic and operational advice to senior management and multidisciplinary project teams on complex interface, integration and cross-government matters including recommendations to address emerging risks and opportunities
5. Represent the project, program or Infrastructure Canberra at meetings, working groups and cross-government forums, facilitating discussions and progressing agreed actions and outcomes.
6. Develop, implement and continuously improve interface management frameworks, strategies, plans, processes and procedures to support effective management of project dependencies and third-party interfaces.
7. Proactively identify, assess and manage interface risks and issues, developing appropriate mitigation and resolution strategies and escalating significant matters where required.
8. Coordinate complex interfaces across project disciplines, including technical, commercial, planning, approvals, property, utilities, communications, procurement, delivery and project controls ensuring relevant parties understand their responsibilities and dependencies.
9. Support the assessment and management of changes arising from interfacing projects, programs or external activities, ensuring potential impacts to scope, cost, program, risk and delivery are appropriately understood and communicated.
10. Prepare and coordinate high-quality briefings, reports, correspondence, governance papers and advice for senior management, executives and relevant governance forums.
11. Develop and maintain Interface Management Plans, interface registers, action and dependency registers, reporting tools and other project documentation to support effective governance, assurance and decision-making.
12. Monitor interface commitments, actions, dependencies and emerging matters to ensure agreed outcomes are progressed and appropriately incorporated into project planning and delivery.
13. Review project and contractor information relating to interface matters and provide analysis and recommendations to support project governance, risk management, assurance and performance reporting and informed decision making.
14. Facilitate the resolution of complex interface matters by bringing together relevant disciplines and organisations, establishing clear accountabilities and driving actions through to resolution.
15. Lead or supervise staff and/or discrete workstreams, providing guidance, quality assurance and support to ensure work is delivered to a high standard and in accordance with project priorities.

16. Contribute to a positive, collaborative and outcomes-focused team culture consistent with the ACTPS values and behaviours.

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 interface management, project coordination, infrastructure delivery or a related discipline within a complex infrastructure, government or multidisciplinary project environment.
2. Demonstrated ability to identify, analyse and manage complex project interfaces, dependencies, risks, issues and changes, and provide clear, considered advice and recommendations to senior management.
3. Highly developed written and verbal communication skills, including the demonstrated ability to influence, negotiate, facilitate and build productive working relationships across organisational and disciplinary boundaries.
4. Demonstrated experience coordinating complex activities across multidisciplinary teams and organisations, with the ability to manage competing priorities and dependencies and drive matters through to resolution.

Behavioural Capabilities

1. Demonstrated ability to work with a high degree of autonomy under broad direction, exercise sound judgement and take responsibility for delivering high-quality outcomes in a complex and changing project environment.
2. Demonstrated ability to build collaborative working relationships, contribute effectively within multidisciplinary environments and, where required, lead staff, workstreams or coordinated project activities to achieve agreed outcomes.
3. Demonstrated commitment to the ACTPS values and behaviours, including workplace respect, collaboration, integrity, innovation, safety and inclusion.

Compliance Requirements / Qualifications

Desirable:

1. Familiarity with relevant ACT Government stakeholder management systems (e.g., Consultation Manager, Objective).
2. Tertiary qualifications in public administration, engineering, planning, communications, or a related discipline.
3. Experience in major infrastructure delivery, preferably within a public sector setting.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Interface (position number P61655) 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	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	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	Occasionally

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	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally