



# POSITION DESCRIPTION

**Directorate:** Infrastructure Canberra (iCBR)

**Position Number:** E01112

**Division:** People, Engagement and Operations

**Classification:** Executive Level 2.4

**Location:** Canberra City/Ngunnawal Country

**Position Title:** Executive Group Manager, People, Engagement and Operations

**Last Reviewed:** September 2025

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

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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 delivery, 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 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**

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People, Engagement and Operations is dedicated to fostering a vibrant, inclusive, and collaborative environment across iCBR, our partners, communities and stakeholders. Our mission is to set and drive iCBR's strategic direction with a primary focus on developing, enhancing and implementing communication, engagement, capability, cultural, transformation, corporate services and work health and safety initiatives across the organisation.

We are accountable for a range of functions including organisational strategy, transformation and culture, learning and development, industry and industrial relations, communications, stakeholder and community engagement, corporate governance, ministerial and cabinet services, human resources and work health and safety across all iCBR projects, programs and operations. We develop and implement organisational approaches and ways of working to deliver on our strategic priorities and provide the guidance and support for our people and partners to embed safety, cultural, diversity, equity and inclusion practices into their everyday work.

Our focus is on building a values-based culture supporting our people and services to be adaptable and dynamic, empowering our people to achieve wellbeing, high performance and collective success through various initiatives including strategy and people plans, capability and learning and development frameworks and people focused safety programs.

We strive to enhance organisational excellence and maximise value. We drive and incubate innovation and opportunities to challenge the status quo, foster collaboration and communities of practice to embed continuous improvement and learning practices and optimise outcomes.

This includes embedding a culture of safety, robust governance, and effective people, engagement and operational services to support the delivery of iCBR's strategic priorities.

## **YOUR DUTIES AND RESPONSIBILITIES**

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Working to the Director-General, the Executive Group Manager (EGM), People, Engagement and Operations, is a key member of the executive leadership team and is pivotal to set and drive iCBR's strategic direction with a primary focus on developing, enhancing and implementing communication, engagement, capability, cultural and transformation, governance, corporate services and work health and safety initiatives across iCBR, with government, industry and the community.

The EGM, People, Engagement and Operations is ultimately responsible and accountable for the leadership and integration of:

- organisational strategy and culture, and their associated plans and reporting
- change and transformation, continuous improvement and organisational uplift

- learning and development
- industry engagement
- engagement with industrial organisations and stakeholders
- communications, stakeholder and community engagement
- Office of the Chief Engineer
- corporate governance, ministerial and cabinet coordination, ICT and records management and human resources.
- work health and safety strategy and performance.

As a senior leader within iCBR, this role requires someone with demonstrated knowledge and experience in shaping an organisation's strategy, culture, governance and safety practices and demonstrated ability to build and leverage effective relationships, negotiate and influence across government and industry, and work with special interest groups and the community to achieve positive outcomes. This role delivers a stronger culture of attraction, retention and satisfaction, a stronger social license and a more sustainable future, underpinned by safety leadership, robust corporate governance and integrated operational service delivery.

This position leads multi-disciplinary teams in the development and delivery of these functions. In particular, the EGM, People, Engagement and Operations will:

- Take overall responsibility for developing, implementing, baselining, monitoring and reporting of progress against organisational plans including but not limited to:
  - Strategic Plan and associated sub plans
  - Reconciliation Action Plan and Cultural Integrity Framework.
  - ICBR's safety management system
  - ICBR's corporate governance framework
- coordination and implementation of future focused strategies, frameworks and working documents that provides organisational uplift, improved performance and streamlined consistency, for example, the people capability, skills and learning and development frameworks, community and stakeholder engagement best practice and work health and safety performance frameworks, and corporate governance strategies.
- build a mature safety culture to improve on safety outcomes delivered by iCBR through the delivery of construction related project management, procurement, and contract management services.
- Lead the provision of high-quality leadership and strategic advice and direction on contemporary policies and practices to shape an organisation's culture and in relation to all functional aspects of the group including, work health safety, industry engagement, industrial relations organisations, communications and stakeholder engagement, learning and development and change management, transformation and continuous improvement and human resource functional support.
- Demonstrated experience in interpreting and providing accurate strategic information in a timely and compelling manner, producing evidence-based advice to support decision-making.

- Actively support and advise the iCBR Strategic Leadership Group to understand, actively participate and support the priorities and deliverables as set out in the organisational frameworks and initiatives being led or coordinated from the People, Engagement and Operations Group.
- Engage collaboratively with senior colleagues across the directorate, ensuring planning and activities meet iCBR’s goal towards a stronger, more resilient future.
- Implementation of improvement initiatives to align iCBR’s directions and priorities.
- Critically review current constraints, working closely with colleagues to identify inconsistencies and gaps that are impacting iCBR, to be able to influence, implement and drive positive change and partner with the leadership team in identifying / recommending and implementing business processes improvements.
- Maintain strong working relationships with internal stakeholders and partners and represent iCBR at government, cross-jurisdictional, industry and community events on a regular basis.
- Provide leadership in the delivery of strategic people, engagement and operations functions across a diverse and complex workforce.
- Demonstrated ability to operate with sensitivity and compliance with the Territory’s principles, ethical standards and equity and diversity strategies, with special regard to probity, transparency, and honesty, whilst achieving operational and Program outcomes.
- Experience in engaging a variety of stakeholders to design, develop and implement more efficient, safe and sustainable ways of working.
- Ensure ACT Government best practice staff and as needed Union consultation processes are adhered to.
- Build, lead and manage the People, Engagement and Operations branches, setting a clear vision, direction and culture of accountability.
- Work closely with all teams across the Directorate to ensure input, accuracy and buy-in.
- Ensure linkage to other iCBR groups’ plans and deliverables to ensure all areas of iCBR are working in concert.

In addition, commencing 1 July 2026 Senior Executive Service (SES) Members must do their job in accordance with the closing the gap principle. Further information about the closing the gap principle is included in section 8(4) of the [Public Sector Management Act](#).

## **SELECTION CRITERIA (EXECUTIVE CAPABILITIES)**

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The ACT Public Service (ACTPS) Executive Capabilities are a way of describing the behaviours that characterise successful ACTPS executives and the values and personal attributes that support these behaviours. They also provide an integrated and consistent means of assisting executives to identify developmental needs and achieve significant and measurable growth in areas such as leadership, strategic vision and effective management.

<b>Leads and values people</b>	<ul style="list-style-type: none"> <li>• Motivates and develops people</li> </ul>
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	<ul style="list-style-type: none"> <li>• Values diversity and respects individuals</li> <li>• Builds a culture of improving practice</li> </ul>
<b>Shapes strategic thinking</b>	<ul style="list-style-type: none"> <li>• Inspires a sense of purpose and direction</li> <li>• Encourages innovation and engages with risk</li> <li>• Thinks broadly and develops solutions</li> </ul>
<b>Achieves results with integrity</b>	<ul style="list-style-type: none"> <li>• Develops organisational capability to deliver results</li> <li>• Manages resources wisely and with probity</li> <li>• Progresses evidence based policies and procedures</li> <li>• Shows sound judgement, is responsive and ethical</li> </ul>
<b>Fosters collaboration</b>	<ul style="list-style-type: none"> <li>• Listens and communicates with influence</li> <li>• Engages effectively across government</li> <li>• Builds and maintains key relationships</li> </ul>
<b>Exemplifies citizen, community and service focus</b>	<ul style="list-style-type: none"> <li>• Understands, anticipates and evaluates client needs</li> <li>• Creates partnerships and co-operation</li> <li>• Works to improve outcomes</li> </ul>

## **JOB SPECIFIC CRITERIA**

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Job specific criteria must be addressed in addition to the Executive Capabilities.

**Transformation, Culture and Safety:** Extensive expertise at a senior level delivering cultural transformation, including the integration of safety and governance practices. Demonstrated leadership capabilities and effective management of multi-disciplinary people engagement and operational teams to deliver future focus outcomes and objectives for a government infrastructure directorate.

**Communications, Stakeholder Engagement and Governance:** Expertise and proven ability to deliver on strategic communications, stakeholder engagement and governance initiatives with a wide range of audiences including in the public domain.

**Strategic Problem Solving:** Proven ability to think strategically to adopt an active approach to complex problem-solving. Capability to be agile and unconstrained by precedent and conventional thinking to proactively manage risk and work effectively under pressure while delivering innovative solutions.

**Risk, Safety and Compliance Management:** Demonstrated ability to identify people, cultural and safety risks and limitations in a government delivery setting. Proven experience in applying WHS legislation and assurance practices and identify strategies to minimise these risks supporting safety, compliance and high-performing work environments.

**Public Sector and Infrastructure Delivery:** Clear understanding of a public sector environment and government frameworks, relating to people, safety, engagement and culture in an infrastructure delivery setting.

## **CONDITIONS OF EMPLOYMENT**

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The successful applicant will be engaged under a performance-based contract. Employment conditions and benefits, including remuneration, are detailed on the Chief Minister and Treasury Directorate website <https://www.cmtedd.act.gov.au/employment-framework/for-executives/actps-executive-employment-conditions>

Applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

## **DIVERSITY**

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People with a disability, women, Australians from culturally and linguistically diverse backgrounds, and Aboriginal and Torres Strait Islander people have an equal opportunity for appointment to this position. An appropriate selection panel will be formed, or special needs addressed, if requested by a member of one of these groups.

## **FURTHER INFORMATION**

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- Major Projects Canberra Website: <https://www.act.gov.au/majorprojectscanberra>

- Jobs ACT website: [www.jobs.act.gov.au](http://www.jobs.act.gov.au)

## QUALIFICATIONS/ REQUIREMENTS

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Desirable:

- Extensive organisational human resources and culture change project delivery experience.
- Demonstrated experience in utilising change management framework and tools.

## WORK ENVIRONMENT DESCRIPTION

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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	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
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	Never
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<b>PHYSICAL DEMANDS</b>	<b>FREQUENCY</b>
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

<b>MANUAL HANDLING</b>	<b>FREQUENCY</b>
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

<b>TRAVEL</b>	<b>FREQUENCY</b>
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

<b>SPECIFIC HAZARDS</b>	<b>FREQUENCY</b>
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