

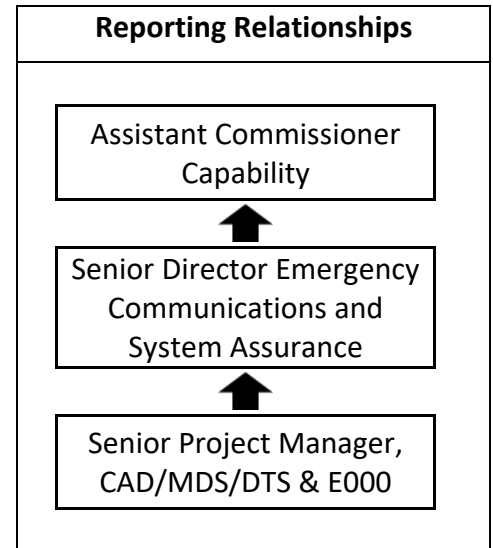


ACT
Government

Justice and Community Safety

POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit/Agency	ACT Emergency Services Agency
Branch	Assistant Commissioner Capability
Position Number	P72176
Position Title	Senior Project Manager, CAD/MDS/DTS & E000
Classification	Senior Officer Grade B (SOB)
Location	ESA Fairbairn
Last Reviewed	July 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

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient and inclusive community.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and support a democratic society;
- Strengthens community safety;
- Protects people's legal and human rights and interests;
- Cares for and supporting people who are at a higher risk of vulnerability;
- Enhances timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Supports formal partnerships and shared decision making with First Nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.

The Directorate advises and supports the following ministerial portfolios:

- Chief Minister
- Attorney-General
- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-Time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women
- Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

BUSINESS UNIT/AGENCY OVERVIEW

The ACT Emergency Services Agency (ACTESA) is responsible for emergency management and related support arrangements in the Territory. ACTESA's four operational services are the ACT Ambulance Service, ACT Fire & Rescue, ACT Rural Fire Service and ACT State Emergency Service.

ACTESA undertakes to:

- provide emergency services 24 hours per day every day of the year;
- provide its services efficiently and effectively within resource allocations;
- ensure that compliance activity meets legislative standards on all occasions;
- use best practice in the provision of assistance for emergencies and the conduct of community education and awareness programs; and
- train and equip our people to maintain readiness and deliver emergency services to meet agreed standards and benchmarks.

Further information can be obtained on the ACTESA Website <http://www.esa.act.gov.au>.

BRANCH OVERVIEW

The Capability Business Unit is responsible for providing enabling functions across the ESA in support of the operational services and to facilitate logistical support where an Incident Management Team (IMT) is established. The sections of this branch include:

- Fleet and Sustainability;

- Workshops;
- Facilities, Assets and Equipment;
- Logistics and Incident Support;
- Communications Centre Management; and
- Embedded ICT.

POSITION OVERVIEW

The Senior Project Manager - CAD/MDS/DTS and E000 will lead the sustainment and upgrade of government critical systems as part of the Sustainable ICT for ESA program encompassing the Computer-Aided Dispatch/Mobile Data System/Direct Turnout System and Emergency triple zero.

The Senior Project Manager - CAD/MDS/DTS and E000 will function as the project lead including managing all aspects of the project delivery including scope, stakeholder, quality assurance, timeline and budget; and provide regular updates to the Senior Director, Emergency Communications and System Assurance.

As part of the team, the position may also perform activities in support of emergency operations.

WHAT YOU WILL DO

Under the broad direction of the Senior Director, Emergency Communications and System Assurance, the Senior Project Manager - CAD/MDS/DTS and E000 will:

1. Lead the sustainment and upgrade of the systems including overall project delivery, key initiatives and associated activities.
2. Assist with development of business case/s for future options and capabilities for emergency communications.
3. Manage and maintain project scope, budget, schedule, and milestones ensuring delivery within agreed timeframes and funding allocation.
4. Identify, monitor and manage project risks, issues, dependencies, and mitigation strategies while ensuring appropriate quality assurance and governance.
5. Engage and collaborate with internal and external stakeholders including SMEs, end users, Digital Canberra and vendors while managing activities across multiple work packages.
6. Prepare and present project status reports and briefings to governance committees and relevant forums as required.
7. Assist and support change management activities in relation to the project.
8. Undertake other duties appropriate to this classification which contribute to the operation of the identified projects.
9. Maintain accurate and up-to-date project records, documentation and artefacts in accordance with governance requirements and record keeping obligations.

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 ability to lead and manage complex and high-profile projects, including effective management of operational and sensitive considerations.
2. Demonstrated experience in delivering project outcomes within scope, budget and schedule while navigating competing priorities and managing multiple stakeholders in high pressure environment.
3. Demonstrated experience in working within emergency services or equivalent operational environments, including an understanding of their planning, operations, communications, and other operational doctrine.

Behavioural Capabilities

4. Demonstrated interpersonal skills, including the ability to foster and maintain productive working relationships and the ability to work collaboratively with internal and external stakeholders.
5. Exceptional communication skills and the proven ability to confidently manage sensitive topics with clarity and sound judgement.
6. Strong leadership skills, including the ability to effectively work within a team, and use motivational leadership to enhance workplace effectiveness and to achieve business unit strategic objectives.

Compliance Requirements/Qualifications

1. Extensive experience in managing complex ICT project(s), program, or coordination role at a senior level in a public service environment is highly desirable.
2. Experience with developing business case and external budget process would be highly regarded.
3. Driver's license 'Class C' is essential.
4. This position requires a police check.
5. This position doesn't require a Working with Vulnerable People Registration.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Project Manager - CAD/MDS/DTS and E000 (PXXXXX) 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	Never
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
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	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)	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	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
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	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

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