



POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Position Number: P53985

Division: Pipeline, Capability and Estate

Classification: Administrative Services
Officer 6 (ASO6)

Branch: Project Initiation, Planning and
Development

Location: Canberra City/Flexible

Position Title: Infrastructure Analyst

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.

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.

iCBR adopts an integrated resourcing model that provides our people with opportunities to apply their skills, experiences and capabilities across multiple relevant programs and projects to support infrastructure delivery for the ACT community.

DIVISION OVERVIEW

Pipeline, Capability and Estate (PCE) Group supports and enables the infrastructure and asset lifecycles to ensure compliant, quality outcomes to develop, deliver and maintain infrastructure, places and spaces.

PCE consists of three branches, Portfolio Performance and Procurement, Project Initiation, Planning and Development Branch and the Strategic Advisory Office, that deliver:

- An iCBR 'front door' for project initiation
- Infrastructure project development and planning advisory
- Management of the ACT Infrastructure Plan and Pipeline
- Asset planning and strategic asset management
- Portfolio data and reporting
- Infrastructure project management and procurement frameworks, process, standards, templates and policies
- Project Management and procurement capability uplift
- Panel establishment and management
- Contract and Managing Payments Systems (CAMPS)
- Management of the Office of the Chief Engineer
- City Constructive Taskforce
- Supplier Prequalification Scheme, and
- Strategic project advisory and support across commercial, scheduling, governance, project controls and utilities planning and stakeholder management.

BRANCH OVERVIEW

The Project Initiation and Planning Branch supports iCBR in the delivery of sustainable designed, constructed infrastructure that maximises effectively and efficient delivery through early collaboration. The Branch also promotes prioritisation and transparency for industry, and sound asset management on behalf of the Territory.

The Project Initiation and Planning Branch consists of the following functions: Planning and Advisory, including project front door and business case development; and Strategic Asset Management, which oversees and advises on the ACT Government's community property and other assets.

BUSINESS UNIT OVERVIEW

The Planning and Advisory Team maximises the Territory's opportunity to deliver quality, on-time and on-budget infrastructure through early involvement in infrastructure planning and business case development. This includes checking against delivery of commitments and benefits realisation.

The Team provides research, analysis and infrastructure policy advice to support early-stage development of major infrastructure projects.

The key functions for the team include:

- Provision of the infrastructure project 'front door' for the Territory accessing iCBR delivery support
- advice and support for business cases, feasibility studies and related analysis for major infrastructure projects
- the provision of analysis and advice on the commercial and financial aspects of infrastructure projects
- development and management of the prioritisation framework for infrastructure investment in the Territory

POSITION OVERVIEW

The Infrastructure Analyst is part of a small team which has responsibility for supporting the planning and development of the Territories infrastructure projects. The Infrastructure Analyst will undertake a research and analysis to support the robust planning and development of major Territory infrastructure projects and provide procurement and project management support during the early stages of project development.

WHAT YOU WILL DO

The primary responsibilities for this position are:

- Assist in the preparation of advice to the Executive Group Manager, the Director General, Ministers and Cabinet on the development and assessment of major infrastructure projects.
- Support the team in the development of new projects, business cases, and related analysis for major infrastructure projects.
- Provide procurement and contract management support for consultancy and advisory activities.
- Provide administrative and project management support to infrastructure delivery teams, during the planning and development phases of a project. This may include, tracking project key actions and activities, co-ordinating team input into government reporting and supporting the secretariat function for various project committees and meetings.

- Maintain effective working relationships with key stakeholders across Government and maintain accurate records of meetings, negotiations and key outcomes.
- Under direction undertake management of projects to improve business unit capability.

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. Well-developed administrative and organisational skills, with the ability to manage workflows for the team.
2. Well-developed research, analytical and high-level written communication skills, demonstrated through critical thought and analysis in the development of reports, submissions, and/or other documents.
3. Experience in either project and/or policy development, with demonstrated working knowledge of the principles.

Behavioural Capabilities

4. Communication and stakeholder relationships - high level liaison and interpersonal skills and the ability to establish and foster effective working relationships both internally and externally.
5. Being agile and responsive to needs - ability to manage multiple projects, work to competing deadlines and achieve results in a small team environment.
6. Demonstrated understanding and commitment to the ACT Government and Infrastructure Canberra Values Framework, workplace respect, equity and diversity framework, workplace health and safety best practice and industrial democracy principles and practice.

Compliance Requirements / Qualifications

Desirable

- Relevant tertiary qualifications complementary to the role: for example, financial, economics, business, project management or other related fields.
- Exposure to budgetary processes within a government, infrastructure or corporate setting.
- Experience supporting governance, reporting and administrative processes.
- Exposure to infrastructure planning, project development, capital works programs, or project delivery environments.

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	Occasionally
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	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	Never
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	Never
Exposure to potentially distressing case material	Occasionally
OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally