



ACT
Government

Infrastructure Canberra

POSITION DESCRIPTION

Directorate: Infrastructure Canberra (iCBR)

Position Number: P59801

Division: Delivery - Housing

Classification: Infrastructure Officer
level 3 (IO3)

Business Unit: Infrastructure Delivery

Location: Canberra City

Position Title: Assistant Director

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 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 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 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

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.

BUSINESS UNIT OVERVIEW

The Infrastructure Delivery team is responsible for the management and delivery of the housing capital works program in the context of the ACT Housing Strategy and the Public Housing Asset Management Strategy. It has three key functions: procurement, design, and delivery. The types of projects include redevelopments, multi-unit properties, dual-occupancies, and tri- occupancies for both social and low-income tenants.

The team also provides procurement, design and construction related advice to other business units and stakeholders both within Infrastructure Canberra and outside the organisation on matters affecting the public housing portfolio as well as individual properties.

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The Assistant Director is responsible for the delivery of public housing projects under the related public housing programs. The role will manage a portfolio of design and/or construction projects, which may include complex developments such as multi-unit residential projects, and will support the Director in achieving program delivery targets and broader operational priorities.

The Assistant Director forms part of the broader Infrastructure Delivery team and works collaboratively with other Assistant Directors, Directors and project delivery staff.

Depending on operational requirements, the Assistant Director may also be required to lead and

manage a small team of project delivery staff, including providing day-to-day guidance, mentoring and support.

WHAT YOU WILL DO

Under limited direction, the Assistant Director, Infrastructure Delivery will:

- Manage the delivery of multiple design and/or construction projects identified for redevelopment under Public Housing Programs, ensuring scope, quality, time and budget requirements are effectively managed.
- Project manage and administer construction projects on behalf of Housing ACT, which may include complex multi-unit developments delivered under design and/or construction contracts, including GC21 contracts, and service agreements with consultants and contractors. Apply best-practice project management principles and closely monitor project timeframes and budget allocations.
- Undertake research and analysis, interpret and apply relevant legislation, policies and procedures, exercise appropriate delegations, and coordinate project-related activities.
- Work closely with members of the Infrastructure Delivery team and other internal and external stakeholders throughout the design, procurement and construction of public housing projects.
- Develop and maintain effective and collaborative working relationships with colleagues and internal and external stakeholders.
- Prepare high-level and complex reports, correspondence, submissions, briefings and responses to Ministerial and constituent enquiries.
- Identify, assess and manage project risks, including implementing appropriate mitigation and contingency measures throughout the project lifecycle.
- Undertake procurement activities in accordance with relevant ACT Government procurement legislation, policies and procedures, including exercising appropriate delegations throughout procurement and project delivery.
- Where required to meet operational requirements, lead and manage a small team of project delivery staff, including allocating work, monitoring performance and workloads, providing guidance and mentoring, supporting staff development, and contributing to system and process improvements that support effective business practices and project delivery.
- Undertake other duties as directed.

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 contemporary project management practices and delivering design and or construction projects, including the ability to manage priorities and achieve deadlines in an environment of change and pressure.
2. Demonstrated excellent negotiation, liaison, written and oral communication skills for establishing and maintaining collaborative relationships with government agencies and stakeholders such as builders and architects, community groups and industry representatives.
3. Demonstrated high level of strategic and analytical skills in the delivery and

implementation of projects.

4. Demonstrated sound understanding of risk management concepts, standards, methodologies and management tools in construction and design projects.
5. Demonstrated knowledge of procurement for Government within the construction industry, including knowledge of Government procurement processes, or the demonstrated ability to quickly acquire this knowledge.
6. Ability to successfully manage and mentor a team of professional staff delivering multiple capital works projects and provide guidance and support.

Behavioural capabilities

7. Proven ability to work independently and collegially as part of a team working to multiple deadlines and to deliver high quality outputs under tight timelines and pressure.

Compliance Requirements / Qualifications

- Qualifications in a relevant technical field (e.g. Project Management, Property Management, or similar) and/or building trades certification with significant building and infrastructure and/or project management experience, or
- Hold a relevant professional qualification in Engineering, Architecture or Project Management, or accreditation with a professional body recognised within Australia, or
- Hold a relevant building degree, or
- Have significant building or infrastructure knowledge and/or project management experience.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the 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 <i>This position is in an activity-based work environment</i>	Never
STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
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	Occasionally
MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Never
Sequential repetitive movements in a short amount of time	Occasionally
TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Never
SPECIFIC HAZARDS	FREQUENCY
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never
OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally