



ACT
Government

Infrastructure Canberra

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Position Number: P71642

Division: Delivery – Transport and Civil

Classification: Infrastructure
Manager/Specialist 1 (IM1)

Branch: Waste Infrastructure

Location: Canberra City / Hybrid

Position Title: Project Manager

Last Reviewed: June 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 City and Environment and the City Renewal Authority 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, Commercial, Civil Infrastructure, Transport and the Waste Infrastructure Branches.

POSITION OVERVIEW

The Project Manager sits within the Waste Infrastructure team and reports to the Senior Project Manager. Under limited direction you will apply high order infrastructure project management and procurement skills to the delivery of a broad range of design and construction projects for the ACT Government.

The primary responsibilities for this position are as follows (but not limited to):

- Lead the procurement and contract management activities required in the delivery of large infrastructure projects including preparation of procurement documentation, securing procurement approvals, engagement with the Government Procurement Board, chairing tender assessments and then providing contract management for a range of design, advisory and construction contracts.
- Lead and contribute to the delivery of a range of infrastructure procurement, contract management and project management and program management activities consistent with the project specific time, cost, quality, and scoping targets.
- Lead and provide infrastructure related program management, project management, procurement, and contract management services for advisory, design and construction activities.
- Review and advise on design submissions, technical specifications, financial reports and briefs, and technical content of submissions and tender documents for adequacy, compliance, and fitness for purpose on complex and/or high-risk projects or procurements.
- Lead preparation, coordination and submission of business cases to seek funding for future projects in line with ACT Government Infrastructure priorities.
- Monitoring and controlling time, cost, and quality aspects of a program of procurement activities, contracts, and projects.

- Provide technical advice on the delivery of design or construction activities including navigating contractual terms to deliver time, cost and scope outcomes and providing advice on risks and appropriate mitigation solutions including alternative delivery methods.
- Identify procurement, contract or project risks including applying sound risk management practices including contingency management throughout a project lifecycle. Support the identification of risk mitigation measures and sourcing agreement on mitigation approaches with clients and stakeholders.
- Adhere to the government's legislative, policy and governance processes, including the Capital Framework, Procurement Framework, project specific governance requirements, directorate, and client governance requirements.
- Write, review, and advise on technical briefs, financial reports, minutes, procurement documents and other documents associated with procurement, contract, and project management.
- Analyse data from business systems and other appropriate sources to support risk identification for the delivery of the management of procurement, contract and project data to support reporting and oversight of projects.
- Applying well developed probity and project governance, and knowledge of Government Cabinet approval processes.
- Prepare high-quality ministerial briefs, reports, and responses to inquiries related to project progress, risks, and stakeholder concerns.
- Address and respond to design and construction-related community and stakeholder communications, mitigating potential issues and ensuring effective public engagement.
- Provide mentorship to junior team members to support learning and development across the organisation.
- Manage a small team responsible for the delivery of infrastructure procurement and contract management activities.
- Represent the branch, group, or directorate at whole of government or industry committees as required.
- Act as Principal's representative in the delivery of a variety of construction and design and construction contracts.
- Adhere to and promote an awareness of the principles of the Respect Equity and Diversity (RED) Framework, workplace health and safety, the ACTPS Values and Signature Behaviours, and workforce diversity, to maintain a safe, healthy, and fair workplace for all staff.

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 extensive experience in managing and directing high risk complex infrastructure projects or programs of work, with comprehensive knowledge of all aspects of procurement, contract management, project planning, work health and safety practices, financial management, and detailed knowledge of project-specific contracts/agreements and delivery options.
2. Demonstrated ability to negotiate and communicate at a senior level (Executives, Board, and Steering Committee etc.) and liaison with other Governments agencies (State and Commonwealth), suppliers, utilities, industry bodies, and other stakeholders with high level written and oral communication skills preparing ministerial briefs (or equivalent), reports, and high-level correspondence.
3. Demonstrated excellent strategic and analytical skills, with the ability to critically evaluate issues and risks and challenge requests, when necessary. Ability to provide appropriate alternative strategic decisions or options in relation to civil infrastructure projects within legislative, government and Directorate frameworks, standards, and guidelines.

Behavioural Capabilities

4. Proven leadership of a diverse professional team to deliver a range of complex projects to a high standard, while remaining responsive to changing priorities as well as the ability to show initiative and improve team performance through developing staff and project management tools.
5. Demonstrated ability to communicate effectively with staff, consultants/contractors, clients, stakeholders, providing timely and strategic responses to community concerns, and ensuring transparency in government project delivery.
6. Demonstrated understanding of and commitment to fostering the ACT Government and iCBR values frameworks, including workplace respect, equity and diversity (RED) framework, workplace health and safety best practice, industrial democracy principles and practice, and requirements under the Territory Records Act.

Compliance Requirements / Qualifications

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

- **Engineering** – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or
- **Architecture** – a three year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

- **Project Management** – either:
 - a. a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or
 - b. certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or
 - c. have a least 10 years relevant experience in Project Management.

Desirable

- Specific expertise in civil infrastructure or waste infrastructure project delivery is highly desirable.
- Experience in completing complex multi-disciplinary public infrastructure projects

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Project Director and indicates how frequently each of these requirements would be performed. Please note that MPC 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
Working from home or construction site	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
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	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	Frequently
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	Occasionally
TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Occasionally
SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
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
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