

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Position Number: P61217

Division: Delivery – Places and Spaces

Classification: Infrastructure Officer 5 (IO5)

Position Title: Principal Project Manager

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

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 are to:

- Support the planning, and leading the procurement and deliver, of government infrastructure programs and projects in partnership with ACT Government directorates.
- Lead leasing and associated property management and maintenance services across the ACT Government property portfolio.
- Coordinate and shape the ACT Infrastructure Plan and Pipeline and developing a portfolio and program management framework to support ACT Government infrastructure initiatives.
- Provide strategic advice, expertise and assurance across the ACT Government, decision makers, industry and key stakeholders on infrastructure policy, investment, planning, delivery and management.

DIVISION OVERVIEW

The Delivery Places and Spaces Group is accountable for whole of life asset management and maintenance and the delivery of property projects and programs.

This includes:

- Property and asset management and maintenance (reactive and planned)
- Commercial, leasing and licencing activities for Government and Community tenants
- Procurement and project management services for property and infrastructure projects
- Delivery of the Electrification of Government Gas Assets Program
- Delivery of the ACT Cladding Rectification Program
- Delivery of the Public Housing Capital Program
- Management of the Canberra Theatre Redevelopment Program.

The Group consists of industry professionals with the broad range of skills and expertise required to support whole of life asset management and the delivery of construction and property related projects. Delivery Places and Spaces works collaboratively with others to deliver welcoming and safe places and spaces for the community.

The Group is led by an Executive Group Manager.

BRANCH OVERVIEW

The Property Infrastructure and Electrification Branch (the Branch) manages a diverse range of infrastructure programs for the benefit of the ACTPS and Community.

The Property Infrastructure and Electrification Branch (the Branch) is responsible for procurement and delivery of construction and trade services for the ongoing management and construction of ACT Government owned and managed properties. The branch is responsible for projects and programs, such as:

- the Electrification of Government Gas Assets
- the Big Canberra Battery
- project delivery for small-medium sized construction projects
- the ACT Cladding Rectification Program

The Branch is led by an Executive Branch Manager.

POSITION OVERVIEW

Reporting to the Program Director, the Principal Project Manager (PPM) will lead the delivery of individual projects, manage and mentor staff, and manage programs of work. The primary responsibilities of the PPM are to:

- 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 construction related program management, project management, procurement and contract management services for advisory, design and construction activities
- Review 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.
- Monitoring and controlling time, cost and quality aspects of a program of procurement activities, contracts and projects.
- Provide advice on the delivery of design or construction activities including navigating contractual terms to deliver time, cost and scope outcomes commitments 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.
- Act as the Principal's representative in the delivery of a variety of construction and design contracts.
- 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 to support risk identification for the delivery of the management of procurement, contract and project data to support reporting and oversight of projects.
- 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, contract management and project management activities.
- Represent the branch, group or directorate at whole of government or industry committees, as required.
- 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.

The above list provides a general overview of the work of the PPM, but from time to time, the PPM may be required to undertake other tasks not detailed above.

WHAT YOU REQUIRE

The following capabilities are required to perform the duties and responsibilities of the position.

Professional | Technical Skills and Knowledge

1. Extensive experience and knowledge on the management and direction of complex infrastructure projects or programs of work including knowledge of procurement, contract management and/or project management, with demonstrated ability in delivering time, cost and scope outcomes within a legislative, policy and governance framework.
2. Excellent written and oral communication skills, with the ability to represent the directorate in high level negotiations and liaisons with clients, suppliers, utilities, industry bodies, and other stakeholders.
3. High level strategic and analytical skills and experience delivering project management and risk management for infrastructure projects.

Behavioural Capabilities

4. Proven ability to lead a team and work as a team member under limited supervision, across multiple deadlines with competing priorities and deliver quality outputs and results under pressure.
5. Demonstrated understanding and commitment to the ACT Government and Infrastructure Canberra Values framework; Respect, Equity and Diversity framework; workplace health and safety best practice; and industrial democracy principles and practice.

Qualifications / Requirements

Mandatory:

- Hold a relevant professional qualification 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.

Desirable:

- Hold or willingness to obtain the following National Accreditations:
 - General Construction Induction Card (White Card).
 - 10830NAT - Course in Crystalline Silica Exposure Prevention.
 - 80803ACT, 10314NAT, 10675NAT, or 11084NAT - Course in Asbestos Awareness.

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	Frequently
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)	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)	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	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally

Sequential repetitive movements in a short amount of time	Never
TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally
SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
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
Personal Protective Equipment (PPE) required	Occasionally