



ACT
Government

Infrastructure Canberra

POSITION DESCRIPTION

Directorate: Infrastructure Canberra (iCBR)

Position Number: P63534

Division: People, Engagement and Operations

Classification: Administrative Service Officer 3

Branch: Office of the Chief Engineer

Last Reviewed: September 2025

Position Title: Internship

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.

AGENCY 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.

BRANCH OVERVIEW

The Office of the Chief Engineer is responsible for supporting the functions of the ACT Chief Engineer. The ACT Chief Engineer is responsible for providing strategic advice on infrastructure projects, advocating for the role of engineering and ensuring the ACT Government has the relevant engineering skills to deliver high quality engineering outcomes.

Specifically, this requires the Chief Engineer to:

1. Support the delivery of infrastructure
2. Provide leadership on sustainability in the built environment
3. Promote the advantages of a digital transformation
4. Advocate for engineering
5. Engage with industry, and
6. Support the engineering cohort of the ACTPS.

POSITION OVERVIEW

This position will provide interns with hands-on experience to complement their academic studies. This will involve the intern providing technical and administrative assistance to the Office of the Chief Engineer in delivering the functions of the ACT Chief Engineer. The intern will be required to collaborate with teams across Infrastructure Canberra, the Board of Engineering Excellence and the ACT Government to support the delivery of infrastructure and engineering projects while undertaking standalone research projects.

WHAT YOU WILL DO

The primary duties and responsibilities for this position include:

- Undertaking standalone research projects
- Under general direction, contribute to the functions of the Office of the Chief Engineer
- Collaborate with project teams across Infrastructure Canberra and the ACT Government to support the delivery of infrastructure and engineering projects
- Adhere to and promote an awareness of the principles of the Respect Equity and Diversity 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

We are looking for interns that are:

- innovative thinkers
- have strong communication skills
- can think analytically
- can work effectively in a team environment
- have a strong customer service focus
- are enthusiastic and pro-active
- are committed to quality
- have strong time management skills

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

Professional/Technical Skills and Knowledge

1. High level organisation and planning skills, with the ability to effectively manage multiple demands to meet deadlines.
2. Well-developed written and verbal communication skills including the ability to collaborate effectively in a team environment.

Behavioural Capabilities

3. Self-management skills including the ability to take initiative, solve problems and work under limited direction.
4. 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:

- Be in the process of obtaining relevant professional qualification in Engineering, Architecture or Project Management.

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	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never
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	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	Occasionally
Exposure to potentially distressing case material	Never
OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally