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| Agency | Infrastructure Australia |
| Division/Branch/Unit | Project Advisory & Evaluation |
| Location | Sydney/Hybrid |
| Date of Approval | August 2024 |
| Agency Website | https://www.infrastructureaustralia.gov.au/ |

Agency overview

Infrastructure Australia (IA) is an independent statutory body within the Infrastructure, Transport, Regional Development, Communications and the Arts portfolio.

Our mandate establishes us as the Australian Government’s independent advisor on nationally significant infrastructure investment planning and project prioritisation. We are a high performing organisation with an engaged, collaborative and flexible culture, and we are held in high regard by our peers and stakeholders.

Our core values are fundamental to the way we work and are embedded across our products and processes.

A close-up of a blue circle

Description automatically generated

Team overview

The Project Advisory & Evaluation team provides infrastructure investment planning and project prioritisation advice in the following areas:

* Provide guidance to proponents and stakeholders on best practice approaches to infrastructure planning and appraisal, primarily through the review and update of the *Infrastructure Australia Assessment Framework*. TheAssessment Framework provides forward-thinking, practical and evidence-based advice on infrastructure development, assisting proponents to develop submissions to us and ensuring that rigorous planning and assessment underpins investment decisions.
* Develop and maintain the *Infrastructure Priority List* as a targeted list of nationally significant infrastructure proposals to guide government investment. This involves engaging with stakeholders on the development of their submissions and the origination of new proposals reflecting Infrastructure Australia’s own research and objectives.
* Conducting evaluations of nationally significant proposals across government jurisdictions that are seeking Australian Government funding, and providing advice on the quality and feasibility of those proposals on the basis of Strategic Fit, Societal Impact, and Deliverability (as set out in the Assessment Framework). This involves working collaboratively with proponents on the development of their proposals and providing advice to the Australian Government to support their Budget processes.
* Produce an Annual Budget Statement and an Annual Performance Statement to provide evidence-based analysis and advice to inform the Commonwealth Government’s Budget processes.
* Conduct Post Completion Reviews of nationally significant infrastructure projects and programs to learn lessons and inform better practices in future infrastructure decision-making.

Primary purpose of the role

The Associate Director is responsible for:

* Leading evaluations of Stage 1 (early stage), Stage 2 (options analysis) and Stage 3 (business case) proposals using the guidance set out in the Assessment Framework.
* Leading engagement with government agencies on matters relating to proposal development and evaluation
* Managing the provision of project advice to inform Australian Government Budget processes.
* Providing senior economic analysis, review and advice across the Project Advisory & Evaluation team.
* Maintaining high-level proponent stakeholder relationships.
* Project managing the development of the National Planning & Assessment Framework.
* Leading the delivery of the Improving Investment Decisions Training Program.
* Supporting the development of other products such as the Infrastructure Priority List, Annual Statements and post completion reviews.

# **Key Responsibilities**

* Leading the assessment of submitted proposals, including:
  + Engaging with proponents to advise on Infrastructure Australia requirements as set out in the Assessment Framework.
  + Managing the process of obtaining evaluation data that underpin the evaluation.
  + Providing supervision, technical review and coordination of external contractors and internal staff to support the development of high-quality deliverables.
  + Preparing and presenting documents for consideration at Infrastructure Australia’s governance forums, including contributing to quality assurance reviews, editing and proofreading.
  + Editing evaluation outputs for publication on Infrastructure Australia’s website.
  + Preparing inputs to update the Priority List, as required.
  + Ensuring that internal workbooks are appropriately completed and reviewed.
  + Preparing feedback for proponents in response to their submissions.
* Leading engagements with proponents on the progress and anticipated submission dates and ensuring that external consultants are engaged to assist.
* Support the procurement, engagement and ongoing relationships with specialist contractors required to support the delivery of the work program.
* Managing junior staff, including the establishment and ongoing support of Professional Development and Performance Management requirements.
* Providing economic analysis and other business case advice to colleagues to assist with agreed scoping, planning and stakeholder expectations across the team’s program of work.
* Support updates to the Infrastructure Priority List, including managing early engagement with proponents, the evaluation of received submissions and the provision of feedback.
* Lead Infrastructure Australia's engagement and advice to Australian Government agencies on matters relating to investment decision consultations.
* Develop and maintain high-level relationships with stakeholders with the aim of advancing evidence-based infrastructure investments across Australia.
* Manage the scoping, planning and delivery of the National Planning & Assessment Framework.
* Manage the work program and provide analysis and advice to support the ongoing update of the National Planning & Assessment Framework on an as-needs basis.
* Undertake research to identify and evaluate emerging trends and issues, developing options to consider for inclusion into the Planning Framework.
* Lead the development and delivery of the Improving Investment Decisions Training Program, including the online course.
* Manage Infrastructure Australia’s engagement with external stakeholders on best-practice approaches to infrastructure planning, assessment and decision-making, including the provision of review and feedback to the Australian Transport Assessment and Planning guidelines secretariat on new and updated guidance documents.
* Practice cross-functional collaboration in delivering Infrastructure Australia's strategic plan and products.
* Provide support to the Chief of Project Advisory & Evaluation and other members of the ELT as needed in preparation for, during and following Senate Estimates hearings.
* Support the team’s engagement with counterparts in the jurisdictions on the Infrastructure Priority List, business case evaluations, and related matters.
* Represent Infrastructure Australia at external meetings and forums, as required.
* Produce well written, accurate and timely reports and analytics for internal and external stakeholders to facilitate evidence-based decision-making.

Essential Requirements

* Tertiary qualifications in a relevant discipline (e.g. Economics, Finance or Commerce) and relevant experience in conducting complex economic analysis, including cost-benefit analysis, economic modelling and benefits realization.
* At least 5 years’ experience in planning, assessment and/or business case development for infrastructure projects.
* Demonstrated knowledge of infrastructure sectors and associated policy issues across multiple sectors (e.g. transport, energy, communications, water and/or social infrastructure).
* Demonstrated understanding of the strategic implications of economic analysis and ability to align detailed analysis to broader programs of work.
* Demonstrated understanding of the workings of government and the economic decision-making processes across different levels of government.
* Strong communication skills, including an ability to translate economic concepts for a range of audiences.
* Proven ability to identify and cultivate productive relationships with both internal and external stakeholders from a range of backgrounds.
* Demonstrated ability to collaborate across functions to achieve shared strategic goals.
* Ability to demonstrate and promote values independence, transparency, collaboration, credibility and rigor in all that we do.

***Infrastructure Australia values and supports workforce diversity. We encourage applications from Aboriginal and Torres Strait Islander people, people from diverse cultural backgrounds and people with a disability.***

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Chief of Project Advisory & Evaluation | * Team leadership and strategic direction |
| Director Project Advisory & Evaluation | * Associate Director’s manager |
| Other positions in Project Advisory & Evaluation | * Works closely with Associate Director – Project Advisory & Evaluation |
| Managers – Project Advisory & Evaluation | * Reports to Associate Director – Project Advisory & Evaluation |
| Positions in Policy & Research function | * To ensure Infrastructure Australia meets its strategic objectives |
| Positions in Corporate Affairs function | * To ensure Infrastructure Australia meets its strategic objectives |
| Positions in Office of the CEO | * To ensure Infrastructure Australia meets its strategic objectives |
| **External** |  |
| Ministers, Commonwealth Government departments and agencies | * Primary customer(s) for investment and planning advice on nationally significant infrastructure proposals |
| State and territory government agencies | * Engagement on infrastructure proposal submissions and consultation on approaches to planning and assessment |
| Consultants | * Directs consultants in the conduct of research studies, technical assessments and business case evaluations |

| ROLE CAPABILITIES | | | | |
| --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level** |
|  | **Displays Self Awareness**  Manages thoughts, emotions and desires. Understands how emotions and behaviour can affect others and acts accordingly. Actively listens to understand others’ thoughts, feelings and concerns | | Demonstrates high levels of self-awareness and maintains self-control in difficult situations  Demonstrates calmness and confidence in high pressured or stressful situations.  Checks his or her understanding of the other person’s perspective and experience before responding.  Remains poised, calm and rational in debates | Adept |
|  | **Acts ethically and with Integrity**  Is ethical and professional. Behaves consistently with honesty and integrity. | | Consistently demonstrates and role models high personal standards of ethical judgment  Consistently applies Infrastructure Australia’s policies and standards  Promotes a culture of integrity and professionalism within the organization and externally  Monitors ethical practices, standards and systems and reinforces their use | Adept |
| **Demonstrates Accountability**  Demonstrates accountability for the achievement of results through efficient resource allocation and commitment to quality outcomes | | Takes responsibility for delivering on planned outcomes and communicating them to the team  Identifies resource needs and ensures goals are achieved within budget and deadlines  Adapts to changing priorities while still achieving planned outcomes  Uses own expertise and seeks the expertise of others to achieve planned outcomes | Competent |
|  | **Influences and Negotiates**  Negotiates and influences persuasively to gain support for courses of action that benefit the team | | Influences using a considered approach and persuasive counter-arguments  Is able to understand and resolve complex conflicts encouraging participants to work towards mutually beneficial outcomes  Presents issues persuasively and negotiates through reasoned argument to achieve consensus without putting people offside.  Influences direct reports and co-workers to try new or different approaches, and improve performance or productivity | Adept |
| **Engages with Stakeholders**  Actively seeks to build and maintain relationships with clients, colleagues and stakeholders ensuring customer satisfaction and stakeholder engagement | | Fosters team cooperation, builds trust among team members and creates commitment to team goals.  Promotes, maintains and enhances relationships with stakeholders.  Understands how decisions impact stakeholders and communicates with stakeholders to keep them informed.  Develops informal and formal networks of relationships and communication. | Adept |
|  | **Communicates Effectively**  Communicates clearly using the most appropriate method, actively listens, and works to understand diverse viewpoints and responds respectfully | | * Effectively and regularly communicates issues that are critical to the team.   Translates technical and complex information for a variety of audiences  Speaks clearly, fluently and in a compelling manner to both individuals and groups.  Writes fluently in a variety of styles and formats for varied audiences | Adept |
|  | **Works Collaboratively**  Demonstrates the ability to work collaboratively and values the contribution of others | | Builds a culture of collaboration based on respect and understanding across Infrastructure Australia  Recognises outcomes which resulted from collaboration and individual contributions  Builds cooperation and overcomes resistance to information sharing and collaboration across Infrastructure Australia and externally  Identifies opportunities to engage and collaborate with external stakeholders developing joint solutions | Adept |
|  | **Effectively solves problems**  Handles situations and problems with innovation and creativity. Applies own expertise effectively | | Determines important parameters or issues to take into account when solving problems.  Considers the implications of a wide range of complex issues and adapts problem solving approach as necessary  Focuses attention on treating the causes of problems rather than simply addressing the symptoms.  Considers external and internal environmental factors when providing advice and solutions to problems | Adept |
|  | **Delivers Results & Project Management**  Plans ahead and works in a systematic and organised way. Achieves results and displays a commitment to quality outcomes | | Drives a culture of achievement and acknowledges the input of others  Implements and monitors actions to ensure compliance with policies, processes and regulations.  Sets high expectations for performance and performance improvement.  Seeks out and applies the expertise of colleagues to achieve Infrastructure Australia objectives | Adept |
|  | **Uses information and seeks opportunities**  Analyses and interprets information, gives appropriate consideration to options and makes decisions based on relevant data and information. Gets to the heart of complex problems and issues | | Effectively uses a variety of problem-solving and analytical approaches to address challenges.  Provides analysis of policy and strategic issues.  Gathers and investigates information from a variety of sources and explores new ideas and different viewpoints  Looks for recent developments that may impact on own business area and adopts best practice approaches | Adept |
|  | **Manage and Develop People**  Engages and motivates people, developing their potential and capabilities | | Encourages and supports others to grow, develop and achieve success through coaching and mentoring.  Plans, organises and oversees the work of individuals and work flow.  Effective in coaching and developing others to work to their strengths and feel valued.  Coaches and mentors people to achieve high performance and excellence.  Meets regularly with team members and coaches them to plan their work and set and achieve goals. | Adept |