



POSITION DESCRIPTION

DIRECTOR, ASSETS, FACILITIES & CAPITAL PROGRAMS

Level	Above Award
Employment Type	Full-Time
Reports to	Chief Executive Officer

Purpose of the Position

The Director, Assets, Facilities & Capital Programs provides enterprise-wide strategic leadership for Carpentaria's property, accommodation, assets, facilities, fleet and capital infrastructure portfolios. The role translates organisational strategy and future service requirements into integrated, long-term plans that ensure Carpentaria's physical environments are safe, contemporary, sustainable, financially responsible and capable of supporting high-quality, person-centred services across the Northern Territory.

Tasks and Responsibilities

- Lead the development and implementation of Carpentaria's long-term Asset and Infrastructure Strategy, Accommodation Strategy, capital investment roadmap and property portfolio plans to ensure assets, facilities and accommodation solutions support current and future organisational needs.
- Lead master planning, development planning and future growth initiatives for Harry's Place and other strategic sites, identifying opportunities to maximise service delivery outcomes, infrastructure utilisation, organisational growth and long-term sustainability.
- Provide strategic leadership and expert advice to the CEO, Executive Leadership Team and Board on asset management, accommodation, infrastructure, property investment, capital planning, enterprise risks and portfolio performance.
- Develop business cases, feasibility studies, investment proposals and funding submissions that support informed decision-making, infrastructure development, housing growth opportunities and capital investment priorities.
- Provide executive governance and oversight of major capital works, property developments, Specialist Disability Accommodation projects, acquisitions, disposals and infrastructure initiatives, ensuring delivery aligns with approved strategic, financial and operational objectives.
- Represent Carpentaria at executive and strategic forums and maintain productive relationships with government agencies, developers, consultants, contractors, investors, funding bodies and other key stakeholders to advance organisational priorities and opportunities.
- Lead enterprise-wide governance, compliance, risk management and performance monitoring frameworks relating to assets, facilities, accommodation, fleet, property and infrastructure portfolios, ensuring assets remain compliant, sustainable, fit for purpose and financially responsible.
- Lead and develop a high-performing Assets and Facilities function that proactively anticipates organisational needs, drives innovation and continuous improvement, strengthens strategic capability and delivers planned, preventative and future-focused portfolio management across the organisation.

Essential Criteria

- Bachelor degree or higher qualification in a relevant discipline together with substantial executive or senior leadership experience in property, infrastructure, asset management, capital projects, construction, accommodation services or a related field.

- Demonstrated success leading organisational asset, infrastructure, accommodation, property or capital investment portfolios within a complex organisation, including responsibility for strategic planning, governance and long-term portfolio performance.
- Proven ability to develop and implement enterprise-wide strategies, master plans and future-focused programs that align infrastructure, accommodation and asset investment with organisational growth, service delivery needs and financial sustainability.
- Highly developed conceptual, analytical and strategic thinking skills, with the ability to anticipate emerging organisational needs, identify opportunities and translate vision into practical, measurable outcomes.
- Extensive experience developing business cases, feasibility studies, investment proposals and funding strategies that support capital development, organisational growth and informed executive decision-making.
- Demonstrated success leading major capital works, property developments and infrastructure programs, including governance, risk management, procurement, contract oversight and stakeholder management.
- Exceptional executive communication, negotiation and relationship management skills, with the ability to represent the organisation effectively with government agencies, funding bodies, investors, developers, contractors, consultants and other strategic partners.
- Demonstrated ability to provide high-level advice and reports to Executive Leadership Teams, Boards and governance committees, including the management of strategic, operational and financial risks.
- Proven ability to lead, mentor and develop high-performing multidisciplinary teams, fostering a culture of accountability, innovation, continuous improvement and proactive service delivery.
- Current Ochre Card, Criminal History Check, NDIS Worker Screening Clearance, NDIS Worker Orientation, and NT Driver Licence.

Preferred Criteria

- Postgraduate qualification in Business Administration, Leadership, Governance, Property Development, Project Management or a related field.
- Demonstrated cross-cultural experience and experience working with individuals from diverse backgrounds.

Values and Behaviours Required

- Embody Carpentaria's Values and Principles of Good Practice through a human rights-based approach.
- Demonstrated commitment to work respectfully and inclusively with Aboriginal and Torres Strait Islander and culturally and linguistically diverse people.
- Demonstrated adherence to legislation, policies and procedures and a commitment to Equal Employment Opportunity, WHS, Risk Management and Quality Improvement practices.

Authorised by the CEO:



Date:

4/09/2026