



carpentaria

# Role Profile

## Director of Assets, Facilities & Capital Programs

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## About the opportunity

- Lead the strategic direction of Carpentaria's property, accommodation, assets, facilities, fleet and capital programs across the Northern Territory.
- Shape the future of Harry's Place and other priority sites through master planning, investment planning and strong capital project governance.
- Join the Executive Leadership Team and create infrastructure and accommodation solutions that enable people to thrive and live a great life.

The Director, Assets, Facilities & Capital Programs provides enterprise-wide leadership of the physical environments and infrastructure that enable Carpentaria to deliver safe, sustainable and person-centred services.

Carpentaria is at a significant juncture in its growth and development. The organisation continues to expand the breadth, complexity and geographic reach of its services across the Northern Territory. This intentional growth, combined with increasing demand for suitable accommodation, infrastructure and contemporary service environments, makes strategic asset planning, master planning and capital investment more important than ever. The Director, Assets, Facilities & Capital Programs will play a critical role in ensuring Carpentaria's physical assets and infrastructure are positioned to support current operations while enabling future growth and innovation.

Reporting directly to the Chief Executive Officer and serving as a member of the Executive Leadership Team, the Director holds accountability for strategic planning, portfolio governance, master planning, capital programs and the long-term performance of Carpentaria's property, accommodation, facilities, fleet and infrastructure portfolios.

## Role overview

The Director, Assets, Facilities & Capital Programs translates organisational strategy and future service requirements into integrated asset, accommodation and infrastructure plans. The role provides executive advice, establishes strong governance and leads partnerships that position Carpentaria to respond confidently to growth, service innovation and changing community needs.

### Strategic asset, infrastructure and accommodation planning

- Lead the development and implementation of Carpentaria's long-term Asset and Infrastructure Strategy, Accommodation Strategy, capital investment roadmap and property portfolio plans.
- Align asset, accommodation and infrastructure priorities with organisational strategy, service models, participant needs, workforce requirements, growth opportunities and financial sustainability.
- Anticipate emerging organisational needs through portfolio analysis, scenario planning, consultation, market intelligence and horizon scanning.



## Master planning and future growth

- Lead master planning and development planning for Harry's Place and other strategic sites, establishing a clear future-state vision, development pathways, staging, dependencies, funding options and decision points.
- Identify opportunities to improve site utilisation, accessibility, service integration, sustainability and organisational capacity.
- Develop decision-ready options that support property acquisition, development, leasing, consolidation, adaptive reuse and disposal decisions.

## Capital programs and project governance frameworks

- Establish and govern an organisation-wide capital works and infrastructure program from concept development and investment approval through delivery, commissioning and benefits realisation.
- Provide executive oversight of major construction, refurbishment, property development and Specialist Disability Accommodation initiatives.
- Set project governance and assurance requirements so scope, cost, quality, timeframes, accessibility, service continuity, risk and intended benefits are actively managed.
- Oversee procurement strategy, tendering, commercial negotiations, contract administration and contractor performance, escalating material issues appropriately.

## Commercial, investment and funding leadership

- Lead business cases, feasibility studies, options analyses, investment proposals and funding submissions that support infrastructure development and organisational growth.
- Apply whole-of-life costing, investment appraisal and benefits realisation disciplines to asset, property and capital decisions.
- Maintain a credible pipeline of capital opportunities, supported by concept plans, cost estimates, evidence and clear investment narratives.
- Build relationships with government, philanthropic, social-impact and other potential capital investment partners.

## Portfolio governance, risk and performance functions

- Provide executive oversight of Carpentaria's property, accommodation, facilities, fleet and infrastructure portfolios, ensuring strategic, financial, operational and compliance risks are effectively managed and reported.
- Ensure the organisation's physical environments are safe, fit for purpose, financially sustainable and capable of supporting current and future service delivery requirements across the Northern Territory.
- Partner with the WHS, People & Learning and operational leadership teams to ensure infrastructure, accommodation and facilities planning supports workforce safety, service quality, organisational resilience and business continuity.



- Establish planned and preventative maintenance, lifecycle management, renewal and replacement programs that reduce reactive work, service disruption and whole-of-life cost.
- Provide clear performance reporting to the Chief Executive Officer, Executive Leadership Team and Board on portfolio condition, investment, projects, compliance, risk and emerging priorities.

## Executive representation and strategic partnerships

- Represent Carpentaria confidently in executive-level negotiations, planning forums and project governance with government agencies, funders, builders, developers, consultants, contractors and strategic partners.
- Build trusted relationships that improve access to land, housing, approvals, expertise, investment and delivery capacity.
- In conjunction with Human Resources, lead the development of organisational capability through strategic oversight of learning and development, governance education, leadership development and workforce capability initiatives that strengthen quality, safeguarding and risk management
- Lead complex stakeholder negotiations, resolve escalated issues and protect Carpentaria's strategic, commercial and reputational interests.
- Translate technical, property and project information into clear advice for executives, the Board and service leaders.

## Executive and divisional leadership

- Lead and develop the Assets and Facilities function through clear accountabilities, priorities, service standards, workforce planning, coaching and performance oversight.
- Build the team's strategic, conceptual, commercial and project capability while ensuring operational responsibilities are delivered reliably.
- Partner with Executive and senior leaders to understand portfolio needs, constructively challenge assumptions and co-design practical organisation-wide solutions.
- Contribute as an active Executive Leadership Team member, taking an enterprise perspective beyond the role's functional portfolio.
- Carpentaria's values provide the framework for how we operate, guiding engagement, business activities, service delivery and decision making



## About Carpentaria

Carpentaria is a not-for-profit organisation providing Disability, Therapy and Community Services for children, adolescents and adults across the Northern Territory, through Accommodation Services, Children and Youth Services, the Pathways Program, Employment and Training, Specialist Disability Accommodation and Allied Health therapy programs. We deliver innovative and flexible services to empower people to thrive and live a great life, and are committed to a philosophy that respects the rights of individuals to make informed choices about their lives.

Carpentaria services are delivered under a range of funding and regulatory frameworks, including the NDIS, Department of Children and Families contracts and Northern Territory community services arrangements. Geographic spread and cultural, logistical and regulatory complexity shape how Carpentaria delivers services and governs its programs.

## Vision and values

### Vision

Delivering innovative and flexible services to empower people to thrive and live a great life.

### Values

Carpentaria is a values-based organisation which focuses on the needs and goals of each individual. We are committed to a person-centred philosophy that respects the rights of everyone to make informed choices about their lives and to receive the support, information and encouragement needed to participate in all aspects of community life.

Carpentaria's values provide the framework for how we operate, guiding engagement, business activities, service delivery and decision making.



### Honesty

We strive to be honest, open, ethical and fair



### Collaboration

We create strong partnerships through open communication, mutual respect and trust



### Respect

We embrace the individual's right to be empowered to live the life they choose



### Innovation

We commit to continuous improvement and are responsive to individuals through creative solutions



## Strategic priorities 2022 - 2025

### Respond to service needs and gaps in the Territory

We will target the biggest needs and gaps across the Northern Territory to maximise our impact in the community.

**Create better pathways for young Territorians.**

**Expand our services to new geographical locations.**

**Develop suitable accommodation and residential service models for those with complex needs.**



### Continuously improve the quality and excellence of our services

We will be leaders in quality and safety and set an example for the broader disability services sector in the Territory. This includes providing a person-centred and goal oriented service.

**Support people to meet their individual goals.**

**Embed strong clinical governance and oversight.**

**Demonstrate excellence in safety and quality.**



### Develop partnerships to enhance opportunity

We will partner with organisations that share our values to drive better outcomes for Territorians.

**Explore and develop partnerships with Aboriginal Communities.**

**Partner to create training, employment and vocational opportunities.**

**Partner to promote social inclusion and community awareness of disability.**



### Invest in our people

We will grow the capability of our current workforce to ensure we are future-ready and contribute to building the disability workforce of the future.



**Invest in our people and their careers.**

**Build the future disability workforce.**

**Increase the diversity of our workforce.**

### Grow sustainably

We will be socially, financially and environmentally sustainable across all areas of our organisation.

**Increase our social sustainability.**

**Ensure we are financially sustainable.**

**Maintain strong and robust governance.**

**Increase our environmental sustainability.**



## Delivering innovative and flexible services to empower people to thrive and live a great life



## A message from the CEO

Carpentaria employs high quality staff across our Accommodation, Children and Youth, Therapy, Community Services, Pathways and Employment programs. Recruitment at Carpentaria is based on values, capability and a commitment to improving the lives of the people we support.

Carpentaria is at a significant stage in its growth and development. As the organisation continues to expand across the Northern Territory, the strategic planning of accommodation, property, infrastructure and capital investment has become increasingly important to ensuring our services remain sustainable, fit for purpose and positioned for future growth.

The Director, Assets, Facilities & Capital Programs an important leadership role within our organisation. As a member of the Executive Leadership Team, the Director provides strategic advice to the CEO, Executive Leadership Team and Board, leads the future direction of Carpentaria's property and infrastructure portfolio, and ensures our assets, accommodation and capital programs support both our current operations and long-term vision.

Carpentaria offers a rewarding career in a dynamic workplace, and I look forward to welcoming the successful applicant to our team.

Warm regards

Annie Rily





## The ideal candidate

The ideal candidate for this role has:

- Executive leadership experience across property, infrastructure, asset management, facilities, construction or capital programs, with the breadth to lead strategy, governance and delivery across a complex portfolio.
- The strategic and conceptual capability to anticipate future needs, lead master planning and accommodation strategy, and translate organisational priorities into sequenced, fundable and measurable programs.
- Commercial judgement and project governance experience, supported by the credibility to advise the Chief Executive Officer, Executive Leadership Team and Board and represent Carpentaria with senior government, construction and investment stakeholders.
- Cultural intelligence and the interpersonal capability to build trusted relationships across a diverse workforce, Aboriginal and Torres Strait Islander communities and organisations, government, funders and delivery partners.

## Essential criteria

- Bachelor degree or higher qualification in property, construction management, engineering, architecture, planning, project management, business, infrastructure management or another relevant discipline.
- Demonstrated success leading organisational asset, infrastructure, accommodation, property or capital investment portfolios within a complex organisation, including 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 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.
- Exceptional executive communication, negotiation and relationship management skills, with the credibility to advise executives and Boards and represent the organisation with government, funders, investors, developers, contractors and consultants.
- Proven ability to lead and develop high-performing multidisciplinary teams, building accountability, capability, 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.
- Formal project, program, asset management or facilities management accreditation.
- Experience in disability, community services, health, aged care, housing or another human-services environment where infrastructure directly affects service quality and safety.
- Experience delivering geographically dispersed portfolios and projects across regional and remote locations, preferably in Northern Australia.
- Experience securing government, philanthropic, social-impact or other external capital funding.
- Demonstrated cross-cultural capability and experience working respectfully with Aboriginal and Torres Strait Islander peoples and culturally and linguistically diverse communities.



## What success looks like

### Strategic Direction and Investment Readiness

Carpentaria has an integrated Asset and Infrastructure Strategy, Accommodation Strategy and prioritised capital pipeline that guide investment, portfolio decisions and delivery.

### Master Planning and Future Growth

Harry's Place and other priority sites have clear, current and decision-ready master plans that articulate development pathways, staging, funding options and intended organisational benefits.

### Service Growth and Organisational Readiness

Carpentaria's accommodation, property and infrastructure portfolio supports current and future service delivery requirements and is positioned to respond effectively to changing participant needs, workforce requirements and organisational growth.

### Planned, Safe and Sustainable Portfolios

Assets, facilities, accommodation and fleet are supported by reliable information, lifecycle planning, preventative programs and risk-based investment, with a measurable reduction in reactive activity and avoidable service disruption.

### Capital Program Confidence

Major projects and contracts operate within clear governance, with transparent reporting on scope, cost, schedule, quality, risk and benefits, and timely escalation of material issues.

### Strategic Partnerships and Funding

Carpentaria is represented confidently with government, funders, builders, developers and other partners, and maintains credible relationships and investment propositions that generate tangible opportunities.

### High Performing Assets and Facilities Function

The Assets and Facilities team is recognised as a proactive, responsive and strategic business partner that builds organisational capability, delivers high-quality outcomes and contributes to service excellence across the organisation.

### Leadership Contribution

The Director is a respected executive leader who provides valued strategic advice, strengthens organisational planning and commercial capability, and contributes to the achievement of Carpentaria's strategic objectives through effective leadership, governance and collaboration.



## Remuneration and benefits

A generous remuneration package is available for the successful candidate, including:

- Competitive executive base salary + 12% super
- Salary packaging available (through [Paywise](#))
- Professional development and executive leadership funding
- A mobile phone and laptop
- Access to a fully serviced shared vehicle, for use in the execution of role and entitlement to full private use of the vehicle including home garaging
- An allocated underground parking space at the Harry's Place precinct
- Relocation assistance (where applicable)

## Contacts and further information

For questions or to express your interest in this unique opportunity, contact Kirrily Freson, Director of People and Learning on [kirrily.freson@carpentaria.org.au](mailto:kirrily.freson@carpentaria.org.au) or 0438 718 423.

Further information about Carpentaria is available at [carpentaria.org.au](http://carpentaria.org.au)



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