



Position Description Infrastructure Program Support Officer (Construction)



Melbourne Archdiocese
Catholic Schools

About MACS

Melbourne Archdiocese Catholic Schools Ltd (MACS) aims to deliver an outstanding Catholic education that equips young people with the knowledge, skills, and optimism to go forward, live meaningful lives, and to enrich the world around them. MACS, the largest Catholic school employer in Australia, owns and operates approximately 300 Catholic schools in the Archdiocese of Melbourne, and is supported by a central enterprise function, of over 600 staff members.

The MACS Strategic Plan (MACS 2030: Forming lives to enrich the world) presents a challenging and inspiring vision of the educational experience that MACS seeks to provide for students in MACS schools. MACS’s Strategic Plan outlines the vision, the mission of Catholic schools in the Archdiocese, and the major objectives for MACS over the months and years ahead. Our organisational values of Integrity, Respect and Excellence require a commitment from all MACS employees to contribute to ensuring we uphold and support the objectives of the organisation.

About the team and role

The Infrastructure Delivery Team provides support for approximately 300 Catholic schools with Infrastructure Compliance, Emergency Management, Master Planning and Delivery. The team supports schools through the full school infrastructure lifecycle, beginning at master planning through to the delivery of capital works through to defects liability period and Acquittal. The team is responsible for oversight of a number of MACS Policies within the Infrastructure Framework including reporting to the MACS Board.

The Infrastructure Support Officer plays an important role in supporting the Capital Program Team, which manages approximately 100 live projects at any time, with a total value of around \$650 million. This role provides expert process, reporting, and system support to ensure the smooth delivery of capital projects across the portfolio.

Working collaboratively with the team and a wide range of stakeholders — including architects, contractors, quantity surveyors, governing authorities, and representatives of the Catholic Archdiocese of Melbourne — the Infrastructure Support Officer helps maintain project oversight, supports compliance and reporting obligations, and contributes to the successful delivery of high-quality infrastructure outcomes.

Position Title	Infrastructure Program Support Officer (Construction)
Reports To	Team Leader(s), Infrastructure Delivery
Directorate	Finance, Infrastructure and Digital
Direct Reports	N/A

Key responsibilities of the role

- Lead the deployment and optimisation of project management software, acting as the superuser responsible for staff training, system maintenance, and report infrang functionality.
- Oversee the maintenance of comprehensive project documentation and ensure the timely preparation and submission of grant acquittals
- Ensure accurate and timely reporting across all infrastructure projects, including regular portfolio-level reporting and performance updates.
- Provide data analysis and insights, monitor portfolio budgets against the approved capital plan, and proactively manage timelines to ensure alignment with program requirements.
- Support the effective management of the portable fleet for project-related needs, ensuring availability and alignment with project delivery timelines.



- Identify, document, and report all project risks monthly to senior managers within the MACS Planning & Infrastructure Group.
- Maintain strong and effective communication with internal and external stakeholders throughout all project phases to support successful outcomes.
- Ensure the collection and recording of post-occupancy information and collaborate with the Facilities Team to share relevant building compliance requirements, ensuring schools meet their ongoing compliance obligations.
- Assist the Chief Planning and Infrastructure Officer as required.
- Perform other duties as assigned within your scope of practice/work.

Key Selection Criteria

- Demonstrated experience in managing complex infrastructure or capital projects, including the ability to oversee multiple workstreams, manage competing priorities, and deliver projects on time and within budget.
- Proven ability to implement and optimise project management software, including acting as a superuser, training others, and managing system reporting and analytics.
- Strong analytical skills, with the ability to interpret and present risk data, track financial performance against capital plans, and provide accurate and timely reports to senior stakeholders.
- High-level attention to detail in maintaining accurate project records, managing grant acquittals, and ensuring compliance requirements are met.
- Excellent communication and interpersonal skills, with the ability to build and maintain effective working relationships with a diverse range of internal and external stakeholders across all project phases.
- Strong organisational abilities, with a proactive approach to problem-solving, adaptability, and the capacity to manage evolving project needs and unexpected challenges.
- Demonstrated ability to work effectively both autonomously and collaboratively within a team environment to achieve project and organisational goals.

Skills, qualifications and pre-requisites to undertake the role

Qualifications	Construction - contract administration or estimating, quantity surveying or a related field ie engineering or project manager, combined with relevant industry experience in infrastructure or capital works delivery (or equivalent demonstrated capability).
Professional membership or Accreditation	As relevant to qualifications
Previous Experience/s	High level reporting and project management skills
Organisational values	A commitment to the organisational mission, vision and values of Integrity, Respect and Excellence and to the ethos, values and mission of Catholic education including alignment with MACS's Child Safety standards.
Licenses Required	A full, current, and maintained Victorian Driver's license and motor vehicle
Other requirements	<ol style="list-style-type: none"> 1. An understanding of and commitment to the safety, wellbeing and protection of children, and therefore you: <ol style="list-style-type: none"> a. Must hold and maintain a current Victorian Working with Children Check or be eligible to receive same upon joining the organisation. b. Alternative to holding a WWCC and NCHC, MACS will accept evidence and continued maintenance of a full and current Victorian Institute of Teaching (VIT) registration. 2. You must also undergo and receive a clear National Criminal History Check (NCHC) upon employment and during the course of your employment with MACS. All employees are required not to have been charged with, nor found guilty of any offence which would be incompatible with employment with MACS. 3. Willingness to take reasonable care for your health and safety in the workplace and for the health and safety of others who may be affected by what you do or don't do.

