

Position Description: Infrastructure & Strategic Development Manager

Instructions for Managers	Instructions for Employees
1. Give a copy of Position Description to new employee. 2. Give copy of signed Position Description to employee. 3. Send signed original to Head Office to place on employee file.	1. Read the Position Description carefully. 2. Ask if you need any information clarified. 3. Keep a copy for you to use at work. 4. This may change with the needs of the Business. 5. Keep Manager informed of changes in the position

WORK LOCATION	POSITION DETAILS	UPDATED
Football House, Deakin ACT	Full Time Permanent	June 2026
POSITION OBJECTIVE		
The Infrastructure & Strategic Development Manager is responsible for leading Capital Football's infrastructure planning, facility development, government relations and funding initiatives. The role drives the development and implementation of infrastructure strategies, planning frameworks, policies and advocacy initiatives that support sustainable growth, improved community access and enhanced football facilities across the ACT and surrounding regions. Working collaboratively with government, clubs and key stakeholders, the position leads advocacy efforts, secures funding opportunities through grant programs and supports the delivery of infrastructure projects aligned with Capital Football's Strategic Plan.		
PRIME RESPONSIBILITIES		
• Lead the development and implementation of Capital Football's infrastructure strategies, frameworks, policies and advocacy positions. • Develop and maintain the Facility Master Plan, infrastructure standards and planning frameworks that support sustainable facility development and investment. • Build and maintain effective relationships with government, clubs and key stakeholders to advance football infrastructure and participation priorities. • Secure and manage grant funding and other investment opportunities that support infrastructure and strategic development initiatives. • Lead and deliver infrastructure, advocacy and funding projects through a combination of strategic planning, stakeholder engagement and hands-on implementation.		
REPORTS TO		DIRECT REPORT
Chief Executive Officer		Facility & Infrastructure Officer*
 <pre> graph LR CEO[Chief Executive Officer] --- ISDM[Infrastructure & Strategic Development Manager] ISDM -.-> FIO[Facility & Infrastructure Officer] </pre>		
*The Facility & Infrastructure Officer works across both the Infrastructure and Competitions portfolios, with day-to-day priorities determined collaboratively by the Infrastructure & Strategic Development Manager and Head of Competitions.		
ABOUT US		
Capital Football is the governing body for football and futsal in the ACT and surrounding regions and is a proud member of Football Australia. Operating within a dynamic and collaborative team environment, Capital Football promotes flexibility, multi-skilling, and mutual support to achieve its operational and strategic goals. Staff are encouraged to take ownership of their work, pursue personal and professional development, and actively contribute to a culture of continuous improvement. Managers work collectively to align efforts, share responsibility, and drive the successful delivery of Capital Football's Strategic Plan.		

ORGANISATIONAL VALUES	
Accountable Being transparent and taking ownership for behaviour, decisions, and actions. Integrity Doing what's right, acting in the best interest of football and displaying good sportsmanship. Inclusive Providing the environment and opportunity across all forms of football for everybody of any ability.	Respect Building trust by listening, accepting others for who they are and when they have a different view, and behaving courteously. Responsive Acknowledging, acting and responding in a timely and respectful manner. Unified Alignment of purpose, philosophy, and pathways.
SKILLS AND PERSONAL ATTRIBUTES	
- Strong interpersonal and communication skills, with the ability to build effective relationships and work collaboratively with diverse stakeholders. - Self-motivated and adaptable, demonstrating initiative, accountability and a willingness to contribute across a broad range of activities. - Solutions-focused and proactive, with the ability to identify opportunities, resolve challenges and drive continuous improvement. - Highly organised and resilient, capable of managing competing priorities and maintaining high standards in a dynamic environment. - Professional, dependable and committed to contributing positively to organisational culture and team success.	
SELECTION CRITERIA	
Essential	
- Have the right to work in Australia. <i>(Evidence required)</i> - Hold, or ability to gain, an ACT Working with Vulnerable People Card. <i>(Evidence required)</i> - Demonstrated experience in strategic planning, project management and the delivery of infrastructure, community, government or sport-related initiatives. - Demonstrated experience developing and maintaining effective relationships with government, community and stakeholder groups, including advocacy on behalf of an organisation. - Demonstrated success in identifying, preparing and securing grant funding, including the management of reporting and acquittal requirements. - Excellent written and verbal communication skills, including the ability to prepare reports, submissions, funding applications and stakeholder communications. - Demonstrated ability to manage multiple priorities, analyse information, solve problems and deliver outcomes within agreed timeframes and resources. - Experience developing policies, frameworks, plans or strategic documents that support organisational objectives. - Sound understanding of the community sport environment and the factors influencing participation, facility development and access. - Relevant tertiary qualifications in business, public administration, sport management, planning, project management or a related field, or equivalent professional experience. - Possession of a current driver's licence and willingness to travel. - Willingness to work outside standard hours (e.g., weekends, game days) as required and to represent Capital Football in public forums and media when needed.	

Desirable
• Experience working within a sporting organisation with an understanding of football participation pathways and facility requirements. • Understanding of football participation pathways, facility requirements and infrastructure challenges. • Established networks within government, sport or community sectors that can support advocacy, funding and project delivery. • Knowledge of infrastructure planning, facility development or asset management principles. • Understanding of sustainable and inclusive facility design principles that support accessibility and participation.

INDICATIVE DUTIES
Deliver operational priorities across the following areas: Infrastructure Strategy & Planning • Develop, implement and maintain Capital Football's Facility Master Plan and associated infrastructure priorities. • Develop, implement and review infrastructure frameworks, policies, standards and planning documents that support the sustainable growth of football. • Conduct facility assessments and identify future infrastructure needs, opportunities and investment priorities. • Provide strategic advice and recommendations on facility planning, development and infrastructure investment. • Monitor infrastructure trends, emerging opportunities and best practice to inform strategic planning and decision-making. Government Relations & Advocacy • Build and maintain effective relationships with local, territory and federal government representatives and key stakeholders. • Develop and implement government engagement and advocacy strategies that influence infrastructure investment and policy outcomes for football. • Advocate for football infrastructure priorities and investment opportunities that align with Capital Football's Strategic Plan. • Prepare and coordinate submissions, policy responses, position papers, advocacy documents and government briefing materials. • Represent Capital Football in government, industry and stakeholder forums. Grants & Funding • Develop and implement a grants and funding strategy to support Capital Football's infrastructure and strategic development priorities. • Research funding opportunities and develop supporting business cases, project justifications and investment proposals. • Manage funding acquittals, reporting requirements and stakeholder obligations associated with funded projects. • Support affiliated clubs to identify and access relevant funding opportunities and prepare grant applications. Club Support & Stakeholder Engagement • Consult with affiliated clubs to understand infrastructure needs, priorities and challenges. • Work directly with clubs to develop infrastructure priorities, project concepts and funding applications. • Coordinate consultation, engagement activities, workshops and forums to inform infrastructure planning and strategic priorities.

- Support alignment between club priorities, community needs and Capital Football's strategic objectives.

Project Coordination & Organisational Support

- Provide leadership, direction and support to the Facility & Infrastructure Officer, working collaboratively with the Head of Competitions to align priorities and workload across both portfolios.
- Coordinate and deliver infrastructure and strategic development projects, including stakeholder engagement, documentation, reporting and project administration.
- Maintain accurate records of project plans, budgets, timelines and supporting documentation.
- Monitor and report on infrastructure projects, funding outcomes and government engagement activities.
- Contribute to organisational planning, reporting, budgeting and continuous improvement activities.
- Collaborate with internal staff and stakeholders to ensure infrastructure initiatives align with organisational priorities.
- Support the delivery of major organisational projects and other duties as directed by the Chief Executive Officer.

APPROVAL

This position description has been reviewed and is considered to accurately reflect the requirements of the role and Capital Football.

Chief Executive Officer



Date June 2026

I hereby understand the requirements of the position and will fulfil the responsibilities of this role and Capital Football.

Employee Name

Employee Signature

Date