



ACT
Government

Environment, Planning and
Sustainable Development

POSITION DESCRIPTION

Directorate: Environment Planning & Sustainable Development Directorate

Division: Statutory Planning

Business Unit: Impact Assessment

Position Title: Assistant Director

Position Number: P03082

Classification: Senior Officer Grade C

Location: Dickson/flexible

Last Reviewed: 12 April 2024

DIRECTORATE OVERVIEW

Our Business

The ACT Public Service (ACTPS) operates a one government model built on its core values of respect, innovation, collaboration and integrity. The [Environment, Planning and Sustainable Development Directorate's](#) vision is to shape the ACT's future while acknowledging and respecting our natural environment. This vision, and the objectives that drive our direction are detailed in the [EPSDD 2022-25 Strategic Plan](#).

Our responsibilities include policies and programs ranging from climate change, energy, nature conservation, environment protection, strategic and statutory planning, development approvals, building and land management through to heritage and water. The Directorate includes the ACT Parks and Conservation Service which manages nature reserves, national parks, commercial softwood forests and rural lands to ensure Canberra provides open and safe spaces for its community. The Directorate also provides corporate and governance support for our broader portfolio which includes the Suburban Land Agency and the City Renewal Authority.

Our Workforce

We are committed to attracting and retaining people with the skills, knowledge, and behaviours that will ensure we can deliver our [Strategic Plan's](#) vision, objectives and strategic indicators. We welcome creative thinkers who can communicate with candour, clarity and respect and have the focus and dedication to help lead projects from conception through to delivery. Our purpose together is to plan and sustain our natural and built environments and make the ACT a place of choice today and into the future. We aim to be informed, connected, adaptive and innovative in everything we do.

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DIVISION OVERVIEW

What we do

The Statutory Planning Division is responsible for facilitating development outcomes across the ACT by assessing and determining development applications, administering environmental impact assessment processes, coordinating reporting for strategic assessments, administering the ACT leasehold system, providing advice to the community and industry on development matters, and assisting the ACT Civil and Administrative Appeals Tribunal in its review of decisions and providing advice to the community and industry on development matters.

The Division also includes the Office of the Surveyor-General and Land Information (OSG&LI), which is the regulator of surveying in the ACT and provides essential services and advice within the land development workflow.

Who we are

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We value people with innovative ideas, who show initiative, who can manage a project from start to finish, who communicate with candour and respect and who have the motivation to help shape the future of Canberra's built environment and facilitate high quality development outcomes through development assessment.

What we offer

- Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.
- The opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise.
- Exposure to a wide range of projects and government processes.
- A flexible workplace including state of the art office spaces, enabling activity-based work in a fun and creative environment as well as hybrid work from home arrangements.



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BUSINESS UNIT OVERVIEW

The team you will work in

The Impact Assessment team is responsible for managing environmental impact assessment processes for major development projects being proposed in the ACT. This includes assessing Environmental Impact Statements and Environmental Significance Opinions in accordance with the *Planning Act 2023* and assessing and determining development applications. The team also has responsibility for reporting on the implementation of strategic assessments in accordance with the *Commonwealth Environment Protection and Biodiversity Conservation Act 1999* and administration of bilateral agreements with the Commonwealth relating to environmental assessment.

POSITION OVERVIEW

Duties / Responsibilities

In this position, under limited direction, you will:

- Undertake/manage environmental assessments on a broad range of projects across the ACT in accordance with the *Planning Act 2023*, including development applications and environmental impact assessments.
- Manage and coordinate the implementation of strategic assessments, including compliance monitoring and reporting on ACT Government commitments.
- Develop and maintain internal and external relationships, including liaising with stakeholders in other ACT Government agencies and with the Commonwealth Government.
- Represent the Territory Planning Authority at meetings and provide written and verbal advice on strategic assessments and development matters in accordance with relevant legislation.
- Draft various documents including but not limited to Ministerial briefings and correspondence.
- Work cooperatively and be a positive and a productive senior member of the team, as well as actively learning and sharing knowledge across the Division and the wider Directorate.
- Maintain records in accordance with the *Territory Records Act 2002*.
- Undertake other tasks to support the work of the Division, as directed.

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- Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.
- Have an ability to work in an Activity Based Working Environment.
- Directly supervise staff.

SELECTION CRITERIA

Your suitability for this position will be assessed based on your **skills, knowledge** and **behaviour** in relation to the duties/responsibilities listed above.

Skills and knowledge

1. Demonstrated ability to manage complex environmental/planning projects in a regulatory environment.
2. Excellent oral and written communication skills including the ability to prepare high quality written briefing and communication materials and well developed negotiation and liaison skills.
3. Demonstrated ability to analyse issues and exercise sound judgement in making well informed decisions and recommending effective solutions to problems.
4. Demonstrated resource and time management skills and an ability to work in a high-pressure multi-disciplinary environment.

Behaviour

5. Demonstrated ability to manage, motivate and develop staff and to foster a positive work culture during periods of high workloads.

Qualifications/Requirements

Mandatory:

- Experience or qualifications in natural resource management, environmental sciences, local and regional planning, environmental law, architecture, urban design or town planning.



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Please refer to the advertising materials for information on how to apply.

Contact Officer

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Further Information

For further information about EPSDD including the 2022-2025 Strategic Plan, EPSDD roles and functions, employment conditions, office locations and other related resources, please visit

<http://www.environment.act.gov.au/>

[EPSDD Strategic Plan 2022-25](#)

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WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director (position number P43286) and indicates how frequently each of these requirements would be performed. Please note that EPSDD is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never
<i>The position in an activity based work environment</i>	

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent paid overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally



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MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally

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