

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director,
Infrastructure Planning and Modelling

Classification: Senior Officer Grace C (SOGC)

Position number: P50264

Group: Policy, Planning and Built
Environment

Business unit: Strategic Planning, Transport
and Policy Branch

Location: Hybrid Working Arrangements /
Dickson ACT

Reports to: Director / Senior Director/
Executive Branch Manager

Date last reviewed: October 2026

Position requirements: *Nil*

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

GROUP OVERVIEW

The Policy, Planning and Built Environment (PPB) Group has been established to bring together a significant portion of CED's strategic and legislative policy functions, to enhance the ACT's Planning, Land, Housing and Development functions, to establish and align transport and land use planning capability and to consolidate our design policy and review capability.

The PPB Group consists of the following areas:

- Building, Design and Development Branch;
- Policy, Legislation and Housing Branch; and
- Strategic Planning, Transport and Policy Branch.

BUSINESS UNIT OVERVIEW

The Strategic Planning, Transport and Policy Branch is responsible for strategic, integrated land use and transport planning to support the Government's commitment to enable 30,000 homes by 2030 and the delivery of the Minister's Statement of Planning Priorities 2025–2028.

The Branch has responsibility for strategic planning policy and advice including delivery of a new Planning and Transport Strategy, supporting increased housing density and diversity in well located areas, through transit-oriented development, and growth in and around centres, and leads delivery of major policy projects including the Southern Gateway and Eastern Broadacre. Initiatives and advice are evidence informed and underpinned by transport modelling and assessment, infrastructure analysis and capacity studies, social infrastructure and employment land analysis, and economic and feasibility analysis.

POSITION PURPOSE

The Assistant Director within the Infrastructure Planning and Modelling Team provides high level professional outputs and analysis on technical traffic/transport modelling approaches and data provision. This may include technical advice on the interpretation and implications of transport and traffic modelling results in support of various activities (project and infrastructure planning, development approvals, operational road policy decisions) that require inputs from transport and traffic models.

The Infrastructure Planning and Modelling Team provides the evidence base for strategic planning and transport decision-making. The team maintains the Canberra Strategic Transport Model and related analytical tools, undertakes infrastructure planning and forecasting, analyses the implications of growth and development scenarios, and translates data and modelling into strategic policy, planning and investment advice for government decision-makers.

DUTIES / RESPONSIBILITIES

The primary responsibilities for this position are to:

1. Supervise consultants in the delivery of travel surveys and transport studies to ensure that the outputs achieve desired confidence levels to meet required quality standards.
2. Review Transport Impact Assessment proposals submitted in conjunction with land development ensuring that land development does not compromise network safety or efficiency objectives and identify appropriate measures to resolve potential conflicts.
3. Source and maintain land use and demographic information and undertake technical assessment, data provision and analysis, including transport modelling and analysis on current and future transport network performance needs (safety, capacity, condition, reliability and accessibility).
4. Prepare draft reports translating the outcomes of technical analysis work into clear and concise information for conveying to senior management.
5. Research future trends in traffic planning and transport modelling and participate in Austroads Taskforce Working Groups to determine implications for CED and provide high level strategic advice to Senior Management.
6. This position does not currently involve direct supervision of staff. The role defers to the Manager on complex issues of a technical, legislative, or political nature or decisions that will alter the outcome or timeframes, major issues or conflicts arising in the course duties or matters requiring a higher delegated authority including approval for expenditure or sensitive issues.

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. Demonstrated experience in the field of transport planning, transport impact assessment, traffic engineering or transport modelling.
2. Demonstrated experience in manipulating, applying and presenting technical data sets.
3. Ability to support planning and design projects and manage elements of project tasks by providing technical advice on transport network performance assessment and analysis.
4. Well-developed communication and organisational skills and time management including the ability to meet deadlines and project manage consultancy work programs.
5. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Mandatory

- Hold a relevant professional qualification in Engineering, Architecture and Project Management or accreditation with a professional body recognised within Australia; or
- Hold a relevant building degree; or
- Have a significant building or infrastructure knowledge and/or project management experience.

Desirable

- Tertiary qualifications in transport planning/civil engineering/traffic engineering and/or related disciplines with a minimum of 5 years' experience.

Compliance

- Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.
- This position does not require a Working with Vulnerable People Check.
- This position does not require a Security Clearance.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of [Assistant Director](#) (position number [P50264](#)) and indicates how frequently each of these requirements would be performed. Please note that CED 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	Frequently
Graphical/analytical based	Frequently
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	Occasionally
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	Occasionally
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

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
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