CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Senior Director

Classification: Senior Officer Grade A

Position number: 30613

Division: Climate Change, Energy, Water & Waste

Business unit: Programs Branch

Location: Dickson, ACT and work from home

Reports to: Executive Branch Manager

Date last reviewed: November 2026

Position requirements: Driver's license

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.

DIVISION OVERVIEW

The Climate Change, Energy, Water and Waste Division ensures the ACT remains a national and global leader in addressing climate change and promoting sustainable energy supply and use. Through policies and programs including active engagement with the community, we seek to reduce energy use, support renewable energy, promote environmentally sound transport choices, reduce waste and improve its management, improve the ACT's water security, reduce water pollution and improve the health of waterways, improve information on climate change and waterways, and increase resilience to our changing climate. These activities occur in all sectors

including government, schools, business, community and households, and contribute to Canberra's growth as a dynamic, sustainable and prosperous city.

The ACT has adopted world-leading targets to reach net zero greenhouse emissions by 2045 and a comprehensive strategy to address the changes in the climate. We have interim targets along the way, including ensuring the ACT's electricity was 100% renewable from 2020.

The Division also has policy oversight of the ACT's energy and water sectors, ensuring water, sewage, electricity, gas and liquid fuel supplies are reliable, sustainable and efficient. The ACT has some of the lowest electricity prices in the country and very high reliability.

The Division hosts the Office of Water, which preserves and enhances the quality and sustainability of our water resources by providing a central point for the coordination of water management. The Healthy Waterways program, which focuses on solving problems affecting the health of urban waterways and rural rivers, is in the Office of Water.

While our focus is on the ACT, we also work with national and international governments, organisations and forums to share experiences, cooperate on projects to build scale and provide security for investment in innovative technologies.

Who we are

We are a diverse, innovative, and professional team of people who come from a wide variety of backgrounds. We are engineers, scientists, landscape architects, economists, diplomats, social workers, farmers, teachers, and many others. Our diverse backgrounds reflect the diversity of what we do, and the way climate change and water management impacts every aspect of society. We are united by our commitment to deliver the government's promise of effective action. 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 and creative ideas, who communicate with candour and respect, who have the motivation to drive projects from conception through to delivery and a commitment to building great workplace culture.

What we offer

- Interesting and fulfilling work in a government environment where you can see the impact you have on the Canberra community.
- A flexible workplace which enables activity-based work in a fun and creative environment, alongside working from home options (currently in the office three days per week).
- The opportunity to work with passionate, innovative and experienced leaders who will demonstrate integrity and support you to develop your expertise and be informed, collaborative and innovative
- A vibrant workplace culture that is collaborative, strategic, courageous, creative, and disciplined.

BUSINESS UNIT OVERVIEW

Key teams in the Division include:

- *Business and Economic Development* team delivers several programs for businesses and owners corporations to help reduce emissions, support electrification and undertake sustainability upgrades. The team also manage administration of the Energy Innovation Fund, supporting Canberra's ambition to be a leader in the energy transition including by achieving the 100% Renewable Electricity Target.
- *ZEV Strategy Implementation team* is responsible for implementation of the ACT Zero Emissions Vehicle Strategy 2022-30 and strategic projects, such as exploring hydrogen fuel options for heavy vehicles in the ACT.
- *Households team* delivers a range of targeted programs and services that empower and build capacity of households to be sustainable, reduce emissions, and lower energy and water costs. The team also manages the administration of the Energy Efficiency Improvement Scheme.
- *Household Schemes Team* delivers the Sustainable Household Scheme and Vulnerable Households Energy Support Scheme which provides Canberrans with access to low interest loans, rebates for vulnerable households to live more comfortably, reduce emissions and their energy costs.
- *Government, Schools and Community team* enables and coordinates a whole of government approach to reducing Government emissions in a cost-effective manner, as well as supporting sustainability education and programs in ACT schools and community.
- *Strategic Projects team* is currently responsible for the detailed design and development of the proposed ACT Social Housing Virtual Power Plant, and water efficiency programs across the household, government, school and government sectors.
- The *Office of Water* facilitates holistic and coordinated policy, planning and program delivery for water resource management within the Territory. It leads the Territory engagement on interjurisdictional water policy such as water trade, and Basin Plan and Snowy Water Inquiry Outcomes Implementation Deed reviews. It includes the Healthy Waterways Program, which is developing and implementing plans to improve the health of the ACT's rural and urban waterways.
- *Climate Change Policy: Adaption and Resilience Policy* – leads and coordinates policy on climate change adaptation initiatives, focused on urban infrastructure and community and household adaptation and resilience. *Emissions Reduction Policy* – tracks the ACT's transition to net zero emissions, ensuring that all sectors are included in emissions inventories including industrial emissions, embodied and scope 3 emissions. Zero emissions vehicle (ZEV) uptake is supported through forward-looking measures. *Complex Buildings Transformation* – provides policy direction and advice for the electrification of Canberra's complex buildings including apartments, offices, schools and others.
- *Batteries and Consumer Energy Resources* – develops policy to ensure the ACT's electricity network is fit for purpose, including maximising integration of consumer energy resources such as solar, batteries and electric vehicles. Provides policy oversight of the Energy

Efficiency Improvement Scheme and advice on how to support priority households to improve energy efficiency and electrify.

- *Energy Transformation: Gas Transition Policy* – Develops technical codes, abolishment policies and regulations to transition off gas and manage the decommissioning of the gas network over time. *Energy Policy and Innovation* – Provides policy leadership for the ACT's zero emissions energy system with reference to national initiatives, including the future of the National Energy Market, large-scale feed-in tariff, energy emergency management, energy prices and consumer protections. Develops the ACT's energy industry innovation policy, including the design and outcomes from the Energy Innovation Fund.
- *Strategic Coordination Unit* - works across all of the policy branch teams, and with external stakeholders, to support strategic policy advice and briefing on energy transformation, achieving net zero emissions and a climate ready city.

DUTIES / RESPONSIBILITIES

Managers in the division undertake a range of duties and responsibilities in broad direction:

- Contribute to the strategic direction and effective management of the division;
- Develop, implement and evaluate climate change, sustainability, water and energy policies and programs;
- Provide high-quality policy, administrative, technical or professional advice;
- lead the management or administration of a policy, project or program;
- Coordinate the development of correspondence, advice, reports, legislative instruments, cabinet submissions, presentations and briefings on policy, technical, or program issues.
- Collaborate, liaise and represent the ACT Government at meetings and workshops with community, business and industry groups, ACT Government agencies, state/territory and Commonwealth Governments and other relevant stakeholders.
- Lead a business unit's planning, reporting, finance, auditing, administration, risk management, procurement and contract management, quality assurance and governance activities and other duties as requested and required.
- 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.
- Maintain records in accordance with the *Territory Records Act 2002* and Privacy Principles.

This position does involve direct supervision of staff.

SELECTION CRITERIA (CAPABILITIES)

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

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

Skills

- Ability to develop and implement policies and/or programs based on sound analysis and evidence.

- Strategic thinking.
- Effectively managing staff in a high-performing organisation.
- Effective collaboration inside and outside the organisation.

Knowledge

- Managing projects and resources to deliver outcomes under limited direction and within budget.

Behaviour

- High level of integrity and emotional intelligence.
- Focus on delivering outcomes for Ministers, stakeholders and customers, as appropriate.
- Contribution to team outcomes and organisational goals.
- Commitment to the implementation of the principles of workplace diversity, participative work practices, workplace health and safety, and compliance with the requirements of the *Territory Records Act 2002*.

Qualifications/Requirements

Highly Desirable:

- Tertiary qualifications in a relevant field would be highly regarded, but not essential. Successful candidates may come from a range of backgrounds.

Contact Officer

Lara Lloyd, A/g Executive Branch Manager, Climate Change, Energy and Water Division

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Further Information

For further information about CED including the Strategic Plan, CED roles and functions, employment conditions, office locations and other related resources, please visit CED Strategic Plan 2026-2030

ACT Government

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Program/Policy Officer 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	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation ***The position in an activity based work environment***	Never

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	Never
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	Occasionally
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	Occasionally

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	Occasionally
Personal Protective Equipment (PPE) required	Never