

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director – Senior Urban Water Officer

Classification: SOGC

Position number: P66166

Division: Climate Change, Energy, Water and Waste

Business unit: Healthy Waterways, Office of Water

Location: Dickson, ACT and work from home

Reports to: Director, Healthy Waterways (urban)

Date last reviewed: July 2026

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

What we do



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 information on climate change and increase resilience to our changing climate. These activities occur in all sectors including government, non-government, 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 is entirely based on renewables from 2020.

Knowing that the climate is changing, the government is also focused on ensuring the community is prepared for these changes and the risks they bring and puts in place appropriate strategies to address these risks. While climate change is a key focus of the Division, we also support effective policies and programs to support broader sustainability outcomes in areas such as waste, transport, and the built environment.

The Division also has policy oversight of the ACT's energy sector, ensuring 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 while also moving quickly towards 100% renewables.

The Division includes the Office of Water, which aims to preserve and enhance the quality and sustainability of our water resources by providing a central point for the coordination of water management, and single point of contact for government and the community. The ACT 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 impacts on every aspect of society. We are united by our commitment to effectively 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, and who have the motivation to drive projects from conception through to delivery.

What we offer

- Interesting and fulfilling work in a government environment where you can see the impact you have on the Canberra community.
- Opportunity to work on world leading, cutting edge innovations and contribute to policies and programs which are helping to solve the global climate emergency and water issues which requires urgent, significant, ongoing and unprecedented action.
- A flexible workplace which enables activity-based work in a fun and creative environment.
- The opportunity to work with passionate, innovative, and experienced leaders who will demonstrate integrity and support you to develop your expertise and be information, collaborative and innovative.
- A vibrant workplace culture that is collaborative, strategic, courageous, creative and disciplined.

BUSINESS UNIT OVERVIEW

The *Office of Water* facilitates holistic and coordinated policy, planning and program delivery for integrated 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.

ACT Healthy Waterways delivers an integrated program of research, monitoring, programs and water sensitive urban design (WSUD) capital works to improve waterway health and strengthen catchment management by government, industry and the community.

Key areas of focus include:

- Urban catchment planning to set a platform for improved water quality
- Behavioural change aimed at influencing government, businesses and householders to adopt practices to minimise water pollution
- Coordinating the planning and delivery of WSUD infrastructure in partnership with government agencies and stakeholders
- Targeted research and monitoring to inform adaptive management and track outcomes.

The Healthy Waterways (Urban) team works in partnership with other government initiatives to deliver broader environmental, cultural and community outcomes, including urban heat mitigation, biodiversity enhancement, recognition of Ngunnawal values, improved management of blue-green networks and spaces, enhanced suburban amenity, and better health and recreational opportunities for residents

DUTIES / RESPONSIBILITIES

The Assistant Director – Senior Urban Water Officer leads and contributes to the planning, delivery and continuous improvement of urban water management initiatives across the ACT. The role



provides specialist technical expertise, project management and strategic advice to support healthy waterways, integrated water management and Water Sensitive Urban Design (WSUD) outcomes. Working collaboratively across government and with external stakeholders, the position leads and contributes to the development and implementation of policies, projects, programs and technical guidance that improve urban water quality and waterway health.

Under limited direction, the primary duties and responsibilities are to:

- Lead and contribute to the planning, delivery and evaluation of urban water, catchment management and WSUD projects and programs, including procurement, contract management and consultant oversight.
- Provide specialist technical advice on urban water management, water quality and WSUD, including assessment of development proposals, technical documentation and water quality modelling (including MUSIC, with training provided as required)
- Lead and contribute to water quality monitoring, research and evaluation initiatives to improve understanding of catchment condition and the effectiveness of water quality improvement measures.
- Lead and contribute to the development and continuous improvement of urban water management and WSUD policies, standards, guidance and best practice.
- Build and maintain productive relationships across government, industry, research and the community, and represent the Office of Water on cross-government forums, technical working groups and stakeholder meetings.
- Prepare high-quality briefs, reports, business cases, procurement documentation, correspondence and technical advice to support government decision-making.
- Undertake other duties consistent with organisational priorities and work in accordance with ACTPS values, the Code of Conduct, relevant legislation and record-keeping requirements.

The position is full-time (0.8 FTE will be considered), and will report to the Director, Healthy Waterways (urban).

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

- Project leadership and delivery: Demonstrated experience leading and delivering complex projects or programs in urban water management, environmental management, infrastructure, planning or a related field, with accountability for outcomes.
- Technical expertise: Proven ability to interpret complex technical information (urban water management, water quality, WSUD, integrated water management, environmental planning) and provide clear, authoritative advice.
- Stakeholder engagement: Excellent communication and stakeholder engagement skills, including influencing outcomes, negotiation and building productive relationships across government, industry and the community.
- Strategic thinking: Highly developed analytical and problem-solving skills, with sound judgement and the ability to synthesise complex information into practical strategic advice.
- Delivery and governance: Demonstrated ability to manage procurement, contracts, risk and competing priorities to deliver high-quality outcomes within agreed timeframes.

Knowledge

- Sustainable urban water management: Sound knowledge of contemporary urban water management principles, including WSUD, integrated water management, catchment management and water quality improvement.
- Planning and technical frameworks: Understanding of planning, development and environmental management frameworks, including water quality assessment, and processes relevant to urban water outcomes.
- Technical tools (desirable): Familiarity with relevant tools and systems (e.g. MUSIC, SOURCE, GIS) is desirable, but not essential. MUSIC training can be provided if necessary.

Behaviour

- Collaboration: Works collaboratively, supports others and contributes to an inclusive, respectful team culture consistent with ACTPS Values.
- Relationships and influence: Builds productive relationships and positively influences stakeholders to achieve strategic, evidence-based outcomes.
- Delivery focus: Demonstrates initiative, sound judgement and a strong focus on delivering quality outcomes for government and the community.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Mandatory:

- A degree or diploma from an Australian tertiary institution (or a comparable overseas qualification) in a relevant discipline, or demonstrated equivalent experience, appropriate to the duties of the position.



- A current ACT or equivalent driver's licence (or the ability to obtain one).

Desirable:

- Qualifications or demonstrated experience in one or more of the following disciplines: water resources, civil or environmental engineering, urban water management, Water Sensitive Urban Design (WSUD), landscape architecture, urban planning, environmental management or a related field.
- Experience in assessing or applying WSUD principles and water quality modelling (e.g. MUSIC).
- Experience in project management, procurement and contract management within government or consulting environments.
- Eligibility for, or membership of, a relevant professional association.

Other Requirements

- Some field work, interstate travel, and occasional after-hours or weekend work may be required.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Senior Urban Water Officer (position number P66166) 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	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	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)	Never
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	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	Occasionally