

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Director

Location: Hybrid Working Arrangements /
Dickson ACT

Classification: Senior Officer Grade B (SOGB)

Reports to: P36612, Senior Director, Territory
Plan and Planning Reform

Position number: P58365

Group: Policy, Planning and Built
Environment

Date last reviewed: July 2026

Business unit: Building, Design and
Development Branch

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;
- Homes and Land Supply Branch;
- Strategic Planning, Transport and Policy Branch; and
- Strategic Policy and Legislation Branch.

BUSINESS UNIT OVERVIEW

The Building, Design and Development Branch delivers a coordinated approach to safe, high-quality buildings and well-planned development across the ACT. It leads the Government's loose fill asbestos response by maintaining the Affected Residential Premises Register, managing the buyback and demolition program, and ensuring compliance with the Dangerous Substances Act 2004. The branch supports sustainable land development by assessing proposals to ensure new assets meet engineering standards and align with long-term municipal infrastructure needs, while also providing specialist advice on land governance and planning processes. The branch leads ongoing reform of the ACT's planning and development system through changes to the Territory Plan and other planning legislation. It strengthens consumer protection and building performance through policy development, legislative reform, and initiatives that enhance construction quality, energy efficiency, and emissions reduction, and it administers the ACT's building regulatory framework to support a safe and accountable construction sector. The branch also enhances design quality across the built environment by providing design guidance and evidence for planning system improvements, supporting the National Capital Design Review Panel, and managing the Government Architect's consultation responsibilities.

POSITION PURPOSE

The Director supports the Senior Director in delivering the Territory Plan and Planning Reform program by leading key components of plan administration, legislative amendments, and reform initiatives. The role ensures high-quality analysis and advice, coordinates inputs across government, and works closely with stakeholders to enable effective, contemporary planning outcomes for the ACT.

DUTIES / RESPONSIBILITIES

The primary responsibilities for this position are to:

1. Lead and manage the team responsible for the development of contemporary policies and projects to ensure the effective delivery of the Group's responsibilities and work program.
2. Undertake and manage high-level projects and take responsibility for all aspects of the projects as the subject matter expert (SME) and reliable advisor to government.
3. Prepare high-level policy and technical advice on a range of matters such as major ACT Government and private sector development projects, strategic planning referrals, development applications, Territory Plan variations and National Capital Plan amendments.
4. Administer the Territory Plan, which involves preparing and processing variations to the Territory Plan, and the management of statutory and administrative processes in accordance with the *Planning Act 2023*.
5. Prepare a range of written correspondence, submissions, reports, briefs and other documentation.
6. Support the Senior Director in the management of the team to deliver multiple, time-critical competing priorities.
7. Represent the Directorate in communications, consultations and liaison with ACT and Commonwealth government agencies, national forums, community groups and the general public.
8. Undertake other duties appropriate to this level of classification which contribute to the work of the team and organisation.
9. This position involves direct supervision of staff.

SELECTION CRITERIA (CAPABILITIES)

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

1. A strategic and creative mind with a demonstrated ability to lead and manage the development of contemporary policy and programs.
2. Strong leadership skills, with a proven ability to manage an outcomes-focused team and individual projects in a complex and dynamic environment with minimal supervision, to work under pressure and within tight timeframes.
3. Excellent communication (written and oral), interpersonal, representational and negotiation skills, including demonstrated ability to establish and maintain effective communication and working relationships with internal and external clients.

4. Excellent knowledge of contemporary urban planning and strategic land use policy issues, including environment land planning particularly in an ACT context.
5. Recent experience at a senior level in interpreting and analysing legislation, regulations, policies and guidelines in the provision of high-quality strategic policy advice.
6. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Highly Desirable

- Tertiary qualifications and experience in strategic land use planning, urban and regional planning and policy, social planning, urban economics, environmental policy or other relevant professional area.

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 [Director](#) (position number [P58365](#)) 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 <i>The position in an activity based work environment</i>	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	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