

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Area Manager	Location: Farrer (Athllon Depot)
Classification: Senior Officer Grade C (SOGC)	Reports to: Director – Urban Reserves
Position number: P09902	Date last reviewed: 31 July 2026
Division: Environment, Heritage & Parks	Position requirements: Please see qualifications /requirements
Business unit: ACT Parks and Conservation Service	

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 Environment, Heritage and Parks Division delivers the following services and functions for the ACT government and community:

- Nature conservation policy, planning and delivery.
- Heritage conservation policy and regulation.
- Environment protection policy.
- Catchment management, water policy delivery and water regulation.
- Conservation research and evaluation.
- Management of Parks and Reserves.
- Fire and Forest Management.
- Biosecurity and agriculture policy and delivery; and
- Traditional Custodian Engagement.

The Environment Portfolio also supports ACT Natural Resources Management and ACT Heritage. ACT's natural and cultural environment provides ecosystem services clean air, water and important from an ecological and landscape perspective. It is important we continue to manage and protect our environment both from the nature conservation perspective and through the environment protection activities.

BUSINESS UNIT OVERVIEW

The Parks and Conservation Service (PCS) is responsible for the management of the ACT's protected area network including National Parks, Nature Reserves, water catchments, commercial softwood forests and rural lands. The Parks and Conservation Service implements a broad range of management programs both on and off reserve that support sustainable environmental, wildlife and heritage outcomes. It protects and conserves the natural resources of the ACT and promotes appropriate recreational, educational and scientific uses of our parks and reserves.

The Parks and Partnerships section provides management responsibilities for Canberra Nature Park, Namadgi National Park, Murrumbidgee River Corridor, Tidbinbilla Nature Reserve, Molonglo River Park, Googong Foreshores and the Lower Cotter Catchment. The day-to-day management of the forestry and rural areas within the eastern part of ACT is also a responsibility of the section.

POSITION PURPOSE

The Area Manager will lead and manage the operational delivery of natural resource management, asset protection and visitor services across a range of parks, reserves, rural land and forestry areas managed by Parks and Partnerships.

The position provides strong leadership and supervision of staff, promoting a safe, inclusive and high-performing workplace that supports staff development and workplace diversity. As a member of the broader management team, the role contributes to the strategic direction of the section and branch, represents the Directorate in engagements with stakeholders and partner agencies, and maintains effective relationships with community, commercial and government organisations.

DUTIES / RESPONSIBILITIES

The primary responsibilities for the position are to:

- Oversee the management of Canberra Nature Park South, Jerrabomberra Wetlands, Googong Foreshores and a small number of Healthy Waterway program sites;
- Plan, coordinate, monitor and report on the implementation of operational, work, project, and management plans, ensuring targets are met in a timely and cost-effective fashion.
- Implement natural resource management, asset protection and visitor programs and coordinate the delivery of best practice on ground services for Canberra's reserve and off-reserve areas within the area of management;
- Lead and motivate staff and develop and implement programs associated with workplace diversity, Industrial democracy, workplace health and safety, and staff development and training;
- Contribute to the strategic management of the section and branch as a member of the broader management team;
- Represent the Directorate and Branch and establish, develop and maintain positive relationships with key external bodies, including other ACT Government agencies, stakeholders, community organisations, commercial enterprises and interstate counterparts;
- Rapid response to matters of public safety and participation in emergency incidents such as search and rescue, vehicle accidents or fire suppression.
- Undertake incident management duties, including participation in fire standby, fire suppression and fire training;
- 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; and
- Supervision staff and undertake depot/facility management responsibilities.

SELECTION CRITERIA (CAPABILITIES)

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

Skills / Knowledge

1. Highly experienced and developed skills managing environmental programs in national and urban parks with a demonstrated ability to achieve program targets.
2. Demonstrated budget management skills and capacity to plan and deliver complex works programs.
3. Well-developed communication, representational and interpersonal skills, including negotiation and community liaison.
4. Proven ability to resolve conflict, lead harmonious and productive teams and to contribute strongly to the efficient functioning of the senior management team.

Behaviours

5. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Mandatory:

- This position requires a Working with Vulnerable People Check.
- Possess a manual driver' license.
- Experience undertaking incident management duties including participation in fire standby, suppression and training.
- This position may require a pre-employment medical.

Highly Desirable:

- A tertiary degree in environment or natural resource management with diversified experience of 8+ years AND/OR equivalent associated natural resource management/environmental science qualifications (e.g. cert IV, associate diploma) AND/OR extensive experience in a relevant field.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Area Manager (SOG C) (position number P15691, various) 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	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

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	Frequently
Frequent paid overtime	Occasionally
Rostered shift work	Occasionally

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	Frequently

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never

Low lighting	Occasionally
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	Frequently
Personal Protective Equipment (PPE) required	Frequently