CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Area Manager - New Reserves

Classification: Senior Officer Grade C (SOG C)

Position number: P38135

Division: Environment, Heritage and Parks

Business unit: ACT Parks and Conservation Service

Location: Farrer and Mitchell, ACT

Reports to: Director - Urban Reserves

Date last reviewed: 22/09/2026

Position requirements: Please see compliance requirements/ qualifications

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. PCS 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 – New Reserves leads the team responsible for establishing new reserves under the Commonwealth environmental offsets scheme, including delivering protected area management programs and restoration commitments. This position plays a critical role in managing the ACT Government's on-ground environmental offset commitments from planning through to execution under an adaptive management framework.

DUTIES / RESPONSIBILITIES

The primary responsibilities for the position are to:

- Lead and manage rangers and field officers across multiple depots implementing conservation, research and restoration programs on reserved and un-reserved land.
- Support and contribute to offsets planning, monitoring and reporting activities as part of a broader Offsets team.

- Develop and report on annual operational plans
- Coordinate the delivery of management actions in partnership with planners and ecologists
- Assist with the development and delivery of budget bids linked to reserve establishment and management.
- Maintain records in accordance with legislation,
- Coordinate planning, budgeting, prioritisation and reporting for works programs.
- Contribute to the strategic management of the section and branch as a member of the broader management team.
- Represent and negotiate on behalf of PCS and the Urban Reserves team, and collaborate respectfully with external stakeholders to achieve feasible and appropriate solutions to the delivery of long-term management objectives.
- Contribute to ministerial and executive briefings and provide general advice in relation to operational delivery.
- Assess and respond to planning and development proposals that impact on reserves, including coordinating responses to compliance issues related to the *Nature Conservation Act 2014* or *Planning Act 2023*.
- Lead and motivate staff and develop and implement programs associated with workplace diversity, industrial democracy, workplace health and safety and staff development and training.

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. Demonstrated extensive experience and skills in natural and cultural resource management including planning and delivering complex works programs and managing budgets.
2. Demonstrated experience applying ecological research and monitoring data under an adaptive management framework to deliver on-ground ecological outcomes.
3. Knowledge of environmental offsets, reserve management, conservation planning or related statutory land management frameworks.
4. Demonstrated leadership experience including in managing teams, resolving conflict, and engaging with stakeholders.
5. Highly developed communication, representational and interpersonal skills, including experience preparing briefs and providing high level verbal and written advice.

Behaviours

6. Demonstrated commitment to the ACTPS Employee values Signature Behaviours of Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Mandatory:

- The successful applicant must have a current ACT Working With Vulnerable People (WWVP) Registration OR the ability to obtain and maintain one.
- Possess a manual driver' license.
- Experience and/or willingness to undertake incident management duties including participation in fire standby, suppression and training.

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.
- This position may require a pre-employment medical.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Area Manager - New Reserves (position number P38135) 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***	Occasionally

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	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	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
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	Occasionally
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	Occasionally