

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Rural Programs Coordinator	Location: Stromlo
Classification: TO4	Reports to: Director, Biosecurity & Rural Services
Position number: P09900	Date last reviewed: September 2026
Division: Environment, Heritage and Parks	Position requirements: WWVP, current drivers licence
Business unit: Environment Protection, Biosecurity & Rural Services	

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 functions for the ACT Government:

- Nature conservation policy, planning, research delivery, licensing and regulation;
- Biosecurity policy, regulation and rural services delivery;
- Heritage conservation policy;
- Environment protection policy;
- Conservation research, evaluation, licensing and regulation;
- Management of Parks and Reserves;
- Natural Resource Policy and Programs; and
- Fire and Forest Management.

BUSINESS UNIT OVERVIEW

Biosecurity and Rural Services is a unit within the Environment Protection, Biosecurity and Rural Services Branch that provides technical expertise, compliance support and coordinates programs across government on biosecurity, rural land management, livestock production and support for other EHP operations, including but not limited to, fire management, invasive species and native animal management programs. The unit that you will work in is responsible for biosecurity awareness, regulation, preparedness, response and recovery within the ACT. It also supports the development of community, industry and research partnerships as well as bringing stakeholder groups together to achieve landscape level management of invasive species and biosecurity threats.

POSITION PURPOSE

This role is responsible for supporting the ACT rural community by providing advice on sustainable land and livestock management. It builds and maintains strong relationships with landholders, government staff, and external stakeholders, ensuring effective collaboration across the rural sector. The position oversees public administration requirements for the Rural Programs Unit, ensuring compliance with legislation and government policies, while also supervising staff to foster a positive, engaging, and productive workplace.

A key part of the role is promoting proactive biosecurity measures to reduce the risk and impact of invasive species and diseases within the rural landscape. The position also champions ecologically sustainable land use as a core principle of rural land management in the ACT.

DUTIES / RESPONSIBILITIES

1. Provide advice on agricultural and sustainable land management matters relevant to agricultural land use within the ACT.
2. Implement the policy and legal responsibilities of the Biosecurity & Rural Services Unit including preparation of internal and external correspondence, asset maintenance, procurement, contract management and answering public inquiries;

3. Lead staff to develop and deliver rural land management programs and extension activities to rural landholders and other stakeholders in accordance with the principles of ecologically sustainable land management.
4. Implement and coordinate inspections of the ACT Government Horse Holding Paddocks contract.
5. Oversee the preparation and implementation of Land Management Agreements and grazing licenses on unleased government land.
6. Liaise with other departments to coordinate and cooperate in achieving jointly the objectives of the ACT Government.
7. Undertake incident management duties, including participation in biosecurity and bushfire incidents.
8. Perform authorised officer duties as required under relevant ACT legislation for the position.
9. Maintain records in accordance with the Territory Records Act 2002.

Notes:

This position requires direct supervision of up to three staff members and may include supervision of external contractors and or additional staff as operationally required.

This position is a not Fire Designated position but may have the ability to assist in fire and other incident management and response duties as required.

This position requires working from a physical office but may have flexibility to work remotely on occasions or as required.

SELECTION CRITERIA (CAPABILITIES)

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

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

1. Understanding of the principles of ecologically sustainable land management and relevant experience applying these to agricultural enterprises in the ACT or similar region.
2. A demonstrated understanding of biosecurity prevention, response and incident management.
3. Ability to supervise and motivate a small team, to establish priorities and manage competing projects/deadlines.

4. Excellent communication (oral and written) and interpersonal and conflict resolution skills, including the ability to consult, negotiate and liaise effectively with a diverse range of people - contractors, external stakeholders and members of the rural community.
5. Sound knowledge of relevant legislation and policy and its application.
6. Proven proficiency in contract management, the use of the Microsoft (particularly Word & Excel), and spatial data management;
7. Commitment to the ACT Public Service values of respect, integrity, collaboration and innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Be willing and physically able to participate in biosecurity and other emergency incident responses within the ACT and interstate, including working outdoors and at various locations;
- Be willing to wear a uniform and required personal protective equipment;
- Hold a current driver licence and be able to drive a manual vehicle;
- Hold, or be eligible to obtain and maintain, a valid Working with Vulnerable People registration; and
- Be available to work outside standard hours, including evenings, weekends and public holidays, and for extended periods when operationally required.
- 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.

HIGHLY DESIRABLE

- Relevant tertiary qualifications in agriculture, with a focus on sheep or cattle production, or at least three years of equivalent practical experience.
- Demonstrated practical experience in sustainable land management or agricultural production.
- Experience supervising or leading a small team.
- Experience in stakeholder engagement and delivering agricultural extension activities.
- Relevant emergency or incident management qualifications or training.
- Current nationally recognised chemical-use qualifications at AQF levels 3 and 4, covering chemical preparation and application, transport, handling and storage, risk minimisation, and chemical-use program planning and implementation.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Rural Programs Coordinator (position number P09900) 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	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Rarely
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Rarely
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Rarely
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)	Never
Working outdoors	Sometimes

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Rarely
Lifting 5 – 10kg	Rarely
Lifting 10kg+	Rarely
Climbing	Never

Reaching	Rarely
Bending/squatting	Rarely
Push/pull	Rarely
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	Rarely

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Rarely
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	Occasionally
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Occasionally