CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Senior Director, Environment Regulation

Classification: Senior Officer Grade A

Position number: P39139

Division: Access Canberra

Business unit: Environment Regulation, Environment and Specialised Branch

Location: Dickson office, Flexible

Reports to: Executive Branch Manager

Date last reviewed: October 2026

Position requirements: 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

Access Canberra's vision is to build 'a safe and liveable city' and bring together ACT Government shopfronts and regulatory services to deliver a simple, seamless experience to our customers and the community. At Access Canberra, we aim to make it easier for businesses, community organisations, and individuals to work with the government to make Canberra an even better place to live, work, and do business in. Access Canberra's team members are committed to putting the customer at the centre of everything we do, being solutions-driven, and delivering the right regulatory outcomes to support continued economic growth.

What we do

Access Canberra works across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities and implement new initiatives. We use a risk and harm approach to secure regulatory compliance through a broad range of enforcement tools aimed at those who are not doing the right thing to protect our community.

Who we are

We are a diverse, innovative, and professional team of people who come from a wide variety of backgrounds. 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 who bring innovative and creative ideas, who communicate with candour and respect, and who are motivated to drive projects from conception to delivery. We are curious about each other's work and always ask "who else needs to know?"

What we offer

Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.

The opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise.

A flexible workplace with brand new, state of the art accommodation enabling activity-based work in a fun and creative environment.

BUSINESS UNIT OVERVIEW

The Environment Regulation business unit within the Environment and Specialised Regulation (ESR) Branch is responsible for administering and enforcing a broad range of environmental legislation and regulatory functions across the ACT. The business unit supports the functions of the ACT Environment Protection Authority (EPA), a statutory authority established under the

Environment Protection Act 1997, and delivers regulatory activities relating to air, land and water quality, environmental noise, water resources, lakes, waste, contaminated sites, and other environmental matters. It also undertakes specific environment-related licensing, compliance and investigation functions under the *Nature Conservation Act 2014*, some of which are delivered in partnership with other areas of the ESR Branch.

Acting as a key referral entity, Environment Regulation assesses complex development proposals, environmental impact assessments, provides technical advice to decision-makers, and works closely with government agencies to ensure environmental risks and statutory obligations are appropriately considered during planning and approval processes.

Environment Regulation administers the following legislation:

- *Environment Protection Act 1997*
- *Environment Protection Regulation 2005*
- *Water Resources Act 2007*
- *Water Resource Regulation 2007*
- *Lakes Act 1976*
- *Lakes Regulation 2019*
- *Waste Management and Resource Recovery Act 2016*
- *Waste Management and Resource Recovery Regulation 2017*
- *Clinical Waste Act 1990*
- *Cemetries and Crematoria Act 2000*
- Relevant environment-related licensing, compliance and investigation provisions of the *Nature Conservation Act 2014*.

The Environment Regulation team consists of over 30 officers who provide administrative, technical, and professional skills who support both the statutory functions of the ACT EPA and the broader environmental regulatory responsibilities of the ACT Government. The team undertakes a wide range of functions including environmental licensing and authorisations, compliance monitoring, inspections, investigations, audits, incident response, complaint management, regulatory assessments, enforcement action and environmental reporting. The team works closely with industry, community stakeholders, government agencies and other ESR business units to promote compliance and achieve positive environmental outcomes.

The team is primarily based at the Dickson Office Block on Northbourne Avenue and operates under an activity-based working arrangement. Roles within Environment Regulation involve a combination of office-based and field-based activities, including inspections, investigations, compliance monitoring and engagement with regulated entities and stakeholders.

POSITION PURPOSE

The Senior Director, Environment Regulation provides strategic leadership and oversight of environmental regulatory functions within Access Canberra, including environmental protection, water resources, lakes, waste, cemeteries, and relevant environment-related nature conservation regulatory activities.

The role supports the statutory functions of the ACT Environment Protection Authority (EPA) and is delegated to exercise functions associated with the EPA. The Senior Director ensures environmental regulation is delivered in accordance with legislative requirements, government priorities and contemporary regulatory practice.

Reporting to an Executive Branch Manager, the Senior Director leads the Environment Regulation stream, providing strategic and operational direction across authorisations, compliance, investigations, enforcement, environmental quality and stakeholder engagement functions. The role is responsible for delivering effective regulatory outcomes, promoting continuous improvement, and maintaining a high-performing and professional workforce.

The Senior Director works collaboratively with government agencies, statutory office holders, industry, community stakeholders and interstate regulators to achieve positive environmental outcomes for the ACT. This includes maintaining strong relationships across the City and Environment Directorate, the Office of the Commissioner for Sustainability and the Environment, the Health Protection Service, and jurisdictional partners in New South Wales on matters of mutual interest and cross-border significance.

As a member of the Access Canberra Senior Leadership Group, the Senior Director contributes to organisational strategy, governance and decision-making, and may represent the ACT Government and the Environment Protection Authority in public, stakeholder and media engagement.

DUTIES / RESPONSIBILITIES

As Senior Director you will operate with a high degree of independence leading the work of the business area. You will advise the Access Canberra executive on a range of strategic issues and will be an integral part of the delivery of core projects that will assist to position Access Canberra for the challenges of the future.

You will fulfil other roles as required, which may require management of additional projects or people.

The Senior Director is responsible for:

- Providing leadership, management and oversight of complex issues and projects, including on change management, customer service design and delivery and regulatory frameworks.
- Providing strategic and procedural advice on directorate and government issues, whether on request, in consultation with relevant areas, or on their own initiative.

- Responsible for providing strategic direction, overseeing team, and ensuring the effective delivery of services and achievement of governance priorities.
- Preparing strategic and complex submissions, procurement, reports, briefs and correspondence in relation to a diverse range of matters on behalf of Access Canberra; including the interpretation of legislative information.
- Liaising with CED executives and their business units, other ACTPS directorates and external stakeholders on behalf of Access Canberra.
- Assisting Access Canberra to achieve greater efficiency and solve organisational problems through its people.
- Ability to drive innovation and continuous improvement to meet the evolving needs of the community
- This position involves the direct supervision of a diverse workforce and will involve work across the range of divisions within Access Canberra.
- Leading and embedding Activity Based Working (including modelling behaviour).
- 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.

SELECTION CRITERIA (CAPABILITIES)

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

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Your suitability for this position will be assessed in three key areas:

- **Skills** - the skills you have, based on your qualifications and previous experience, to fullful the duties/responsibilities of the role.
    - Demonstrated ability to lead, manage and have oversight over complex issues programs and projects to deliver outcomes within a demanding work environment.
    - Proven ability to communicate with influence, provide high quality analysis and advice and prepare complex written documentation suitable for the audience.
    - Demonstrated ability to be responsive, manage a diverse workload with competing priorities, and lead a variety of activities across teams and the organisation.

- **Knowledge** – the knowledge you have, based on your qualification and experience, that will enable you to perform the duties/responsibilities of the role to a high standard.
    - A working knowledge of risk management methodologies and management tools.
    - A working knowledge of public sector accountabilities, regulatory frameworks, and governance principles.
    - An understanding of data practice, data-based decision making and communicating with data across a variety of audiences.

- **Behaviour** – how well you will fit into the team, Branch, Access Canberra and ACT Government based on the ACT Government Signature Values and Behaviours and the Access Canberra Culture described in the Division Overview.
    - Demonstrated ability to work collaboratively and build productive relationships with other teams across a range of stakeholder groups.
    - Demonstrated ability to work with others to deliver innovative solutions and improvements in a changing environment, including exemplifying the ACT Government Signature Values and Behaviours.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Desirable:

- Relevant tertiary qualifications
- Demonstrated experience leading complex regulatory, compliance, investigation and/or enforcement functions within a government or statutory regulatory environment.
- Experience supporting or operating within a statutory authority or as a statutory decision-maker is highly desirable.
- This position does not require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Director, Environment Regulation (position number P39139) 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	Occasionally

General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Occasionally
Standing for long periods	Never
Designated workstation ***The position in an activity based work environment***	Never

STANDARD HOURS	**FREQUENCY**
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Never
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	Never
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	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
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	Occasionally
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	Occasionally

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally