

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director, SCATS and Signals

Classification: Infrastructure Officer 5 (INFR5)

Position number: P72249

Division: City Services

Business unit: Road and Path Network

Location: Fyshwick

Reports to: Director – Traffic Signals

Date last reviewed: 18/08/2026

Position requirements: N/A

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

City Services Division

City Services (CS) delivers a wide range of services which Canberran's rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space,

managing our roads, footpaths and cycle paths. City Services also maintain many of Canberra's lakes, ponds, public open spaces, city places and urban trees. The Division also manages ACT NoWaste.

BUSINESS UNIT OVERVIEW

Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, stormwater system, bridges, carpark facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community.

Roads ACT comprises five teams that work closely together to deliver a variety of asset management activities.

- The Road and Path Network business unit looks after maintenance of traffic signals, traffic operations, the road resurfacing program, community path network and car parks.
- The Environment and Utilities business unit undertakes maintenance work on bridges, other structures, dams, streetlighting, stormwater harvesting and the stormwater drainage network.
- The Works business unit undertakes predominantly in-housework, providing a 24/7 incident response service, street sweeping, lines and signs, roadside furniture, road grading and asphalt.
- The Infrastructure Planning business unit develops the capital works program for new assets and looks after strategic asset management planning, infrastructure services planning and technical standards/specifications for infrastructure.
- The Business Support team provides the overall administration requirements of Roads ACT.

POSITION PURPOSE

The position is within Roads ACT's Traffic Signals Group which is part of the Road and Path Network Section. The Traffic Signals Group is responsible for all aspects related to the Territory's traffic signals. This includes control of the signals using the Sydney Coordinated Adaptive Traffic System (SCATS), signals analysis, investigation and coordination using specific software programs and tools, management of a program of signal upgrades, the identification of new signal locations, programming of traffic signal controllers, etc. The Group also manages a contract for the maintenance of the signals.

In addition the Group controls several Intelligent Transport System (ITS) applications which are managed overall using the STREAMS management platform. These include fixed Variable Message Signs (VMSs) and Closed Circuit Television (CCTV) cameras.

As a senior leader within CED, this role requires a person who can inspire, energise, and positively influence team and individual outcomes. The role is responsible for supervising, managing, and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered, and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

DUTIES / RESPONSIBILITIES

The primary responsibilities for this position are to:

- Manage all aspects of the day-to-day operation and control of traffic signals in the ACT using SCATS.
- Manage the development and implementation of traffic signal personality standards and tables to ensure a high standard of efficiency, reliability and consistency across the Territory.
- Provide timely advice on Capital Works projects and Development Applications involving traffic signals and participate in the development and management of the traffic signals elements of the Directorate's Capital Upgrades Program (CUP).
- Liaise with Transport Canberra Light Rail, Canberra Metro & Canberra Metro Operations with respect to the development, commissioning, problem resolution and ongoing upgrading of traffic signal personalities in relation to the integration with current and future stages of the ACT's Light Rail Network.
- Provide both routine and complex professional and technical advice to Government, the Directorate and the wider community.
- Adhere to the ACTPS Code of Practice, values and behaviours and the Respect, Equity and Diversity (RED) framework ensuring professional conduct and confidentiality is maintained at all times; ensure compliance with CED policies, procedures, systems and processes; ensure that Equal Employment Opportunity (EEO) principles are understood and adhered to across the business unit.
- This position involves direct supervision of three traffic signal officers and additional positions that may be created over time.

SELECTION CRITERIA (CAPABILITIES)

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

1. Demonstrated high level knowledge and experience in traffic signal operations, traffic signal design, SCATS operations and controller personality development.
2. Demonstrated high level knowledge in traffic signal personalities, with the ability to develop complex personalities including light rail operations, establish standards including dictionaries and standard tables and train team members in personality development.
3. Effective leadership skills with the ability to supervise staff, manage priorities and resources and develop skills across a team.
4. Effective oral and written communication, liaison, representation, and coordination skills with a demonstrated ability to consistently provide high quality customer service.
5. Demonstrated understanding and commitment to the CED Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- 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.
- Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia (tertiary qualification in civil/water resource engineering desirable); or hold a relevant building degree; or have significant building or Infrastructure knowledge and/or project management experience. Traffic modelling skills and experience are highly desirable.
- A Degree in a relevant technical field and associated experience; or other qualifications and relevant technical experience deemed equivalent.
- Driver's licence (C-class).
- This position does require a pre-employment check.
- This position does not require a Working with Vulnerable People check.

Behavioural Skills

- **Service delivery** – provide high quality service in line with the team's objectives as per community/stakeholder needs.
- **Teamwork** – embrace individual and cultural differences by displaying courteous, respectful and non-disciplinary behaviours in all activities.

- **Achieves results with integrity** – understand and act according to the ACTPS values and signature behaviours.
- **Adhering to principles and values** – demonstrated understanding of and commitment to the ACTPS Values framework, workplace respect, equity and diversity framework, and workplace health and safety best practise.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, SCATS and Signals (position number P72249) 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	Never
<i>The position in an activity based work environment</i>	

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	Frequently
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
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MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
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	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	Occasionally

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