CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Director, Environment, Risk and Safety

Classification: Senior Officer Grade B

Position number: P39237

Division: Territory and Business Services

Business unit: ACT NoWaste

Location: Hybrid: 480 Northbourne Avenue, Dickson and Work From Home

Reports to: Senior Director, Service Delivery

Date last reviewed: November 2026

Position requirements: See Compliance requirements

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

Territory and Business Services (TBS) delivers a portfolio of high-performing commercial and operational services that combines essential community services with business units operating to commercial standards, delivering efficient, reliable and valued services to a wide range of customers across the Canberra and surrounding region. The Group consists of:

- Canberra Memorial Parks operates the Territory's public cemeteries and public crematorium, providing self-funded, high-quality and culturally inclusive interment and memorialisation services across Gungahlin, Woden and Hall through a professionally governed Statutory Authority.
- Capital Linen Service functions as a major commercial enterprise, supplying more than 120 health, aged-care and accommodation providers with ISO-certified, high-volume linen services, processing over 7,200 tonnes of linen annually through a modern, automated facility that ensures dependable, safe and competitively priced service delivery.
- ACT NoWaste designs and delivers the ACT's waste infrastructure and high-quality waste and recycling services for residents, supporting the community in their efforts to reduce waste and increase resource recovery. ACT NoWaste works across both Territory and local government-level functions, leading the implementation of the Territory's waste management and circular economy strategies to ensure operational reliability, environmental performance and long-term system sustainability.
- Yarralumla Nursery underpins Canberra's urban landscape through its commercial wholesale plant production enterprise, supplying high-quality, climate-appropriate plants for government and industry projects and maintaining consistent, reliable output that supports the city's green infrastructure and horticultural standards.

BUSINESS UNIT OVERVIEW

Who we are

ACT NoWaste is a unique waste management organisation in Australia. We work across both state/territory and local government-level functions, which provides opportunities to deliver sustainable services to the ACT community and influence and contribute efforts to improve waste management outcomes at a local, regional and national-level.

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 with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through 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 an engaging and creative environment.

What we do

ACT NoWaste delivers the ACT Government's recycling and waste management program including:

- Design, delivery and evaluation of waste services and infrastructure.
- Service delivery including household collections, waste drop-off and recycling facilities.
- Waste education, engagement, behaviour change and communications program.
- Develop, deliver and manage product stewardship programs including the ACT Container Deposit Scheme (CDS).
- Management of Territory-owned recycling and waste management infrastructure.
- Management of significant contracts including Household Waste Collection and public private partnership agreements, including the (future) Materials Resource Facility (MRF).
- Customer service, revenue collection and data analytics.
- Strategy, planning and input into waste policy.
- Stakeholder collaboration at a local, regional and national level to reduce waste, increase reuse and recycling, and contribute to action on climate change and the ACT's transition to a more circular economy.

DIVERSITY STATEMENT

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ+ are encouraged to apply.

POSITION PURPOSE

Working under the limited direction of the Senior Director, Service Delivery, this role is responsible for leading the development and implementation of plans, procedures and business systems that support environmental, WHS, risk and quality outcomes. The position also provides compliance and performance reporting to senior executives and key business areas.

The Director plays a key role in shaping a strong safety and risk culture across the design and delivery of waste management services. Drawing on extensive experience and sound judgement, the role provides high-level advice on legislative compliance, contemporary risk management practice, environmental management and WHS obligations to operational staff, senior leaders and internal and external stakeholders.

The role also provides specialist technical advice to support new service design, procurement activities and broader business improvement initiatives, helping ACT NoWaste and CED deliver safe, compliant and future-focused waste management services across the ACT.

DUTIES / RESPONSIBILITIES

1. Provide strategic direction, sound advice and reporting to the business unit on quality, environment, risk and WHS issues both for internal operations, existing contracts and in the development of new service agreements.
2. Lead the development, implementation, review and continuous improvement of management plans, procedures and business systems in the areas of quality, environment, risk and WHS management.
3. Support the review of plans and associated documentation developed by contractors of existing and new waste management facilities.
4. Represent the business unit at committees and other groups comprising of directorate staff, other government agencies and/or contractors on environment, safety, risk and WHS matters as appropriate.
5. Participate in, contribute to and implement whole of government and departmental policies and programs related to risk, WHS, environmental compliance and relevant Quality Assurance Systems.
6. Undertake appropriate workplace and field assurance activities/audits and safety investigations.
7. Be willing, able, and adaptable to work across teams and functions adding value by leveraging your strengths, skills and capabilities.
8. This position may involve direct supervision of staff.

SELECTION CRITERIA (CAPABILITIES)

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

1. Management of risk, business continuity, environmental and workplace health and safety, including knowledge of relevant legislation.
2. Stakeholder management including liaison, negotiation, communication and

technical writing skills and a demonstrated ability to provide quality advice to management on environment, safety and risk matters.

3. Development, implementation and management of branch-level WHS-related policies, plans, procedural documentation and business systems.
4. Personal drive and the ability to consistently display high quality customer service principles, practices and attributes, within a fast-paced work environment.
5. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Relevant tertiary qualifications attained and maintained at the AQF level 5 or higher in auditing integrated management systems, risk management, work health and safety, security and substantial work experience in a relevant operational field is strongly preferred.
- This position may require attendance at interstate meetings.
- This position requires attendance at third party managed and controlled sites.
- Driver's licence (Class C) or equivalent is essential.
- 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.
- This position **does not** require a pre-employment medical.
- This position **does not** require a Working with Vulnerable People Check.
- This position **does not** require a Security Clearance.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director – Environment, Risk and Safety (position number P39237) 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.

ACT Government

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	Frequently
Designated workstation ***The position in an activity based work environment***	Never

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	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)	Frequently
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	Occasionally
Reaching	Never
Bending/squatting	Occasionally
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

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