

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Senior Director, Strategic Planning Policy Projects

Location: Hybrid Working Arrangements / Dickson ACT

Classification: Senior Officer Grade A (SOGA)

Reports to: E01265, Executive Branch Manager, Strategic Planning, Transport and Policy

Position number: P51076

Group: Policy, Planning and Built Environment

Date last reviewed: August 2026

Business unit: Strategic Planning, Transport and Policy Branch

Position requirements: *Nil*

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.

GROUP OVERVIEW

The Policy, Planning and Built Environment (PPB) Group has been established to bring together a significant portion of CED's strategic and legislative policy functions, to enhance the ACT's Planning, Land, Housing and Development functions, to establish and align transport and land use planning capability and to consolidate our design policy and review capability.

The PPB Group consists of the following areas:

- Building, Design and Development Branch;
- Homes and Land Supply Branch;
- Strategic Planning, Transport and Policy Branch; and
- Strategic Policy and Legislation Branch.

BUSINESS UNIT OVERVIEW

The Strategic Planning, Transport and Policy Branch is responsible for strategic, integrated land use and transport planning to support the Government's commitment to enable 30,000 homes by 2030 and the delivery of the Minister's Statement of Planning Priorities 2025–2028.

The Branch has responsibility for strategic planning policy and advice including delivery of a new Planning and Transport Strategy, supporting increased housing density and diversity in well located areas, through transit-oriented development, and growth in and around centres, and leads delivery of major policy projects including the Southern Gateway and Eastern Broadacre. Initiatives and advice are evidence informed and underpinned by transport modelling and assessment, infrastructure analysis and capacity studies, social infrastructure and employment land analysis, and economic and feasibility analysis.

POSITION PURPOSE

The Senior Director will provide strategic leadership within an integrated land-use and transport planning and policy function. The role ensures high-quality analysis, strong cross-government collaboration, and effective project delivery to support coordinated, long-term integrated land-use and transport planning outcomes for the ACT.

DUTIES / RESPONSIBILITIES

The primary responsibilities for this position are to:

1. Lead and manage the strategic land planning, and the development and implementation of planning projects that support delivery of key government priorities including for Eastern Canberra, Western Edge and the Southern Gateway Corridor.
2. Lead and manage the establishment of a strategic governance framework for coordinated infrastructure planning, facilitation, and investment across the Territory to support a

pipeline of land supply for housing, employment and community infrastructure to meet Territory growth.

3. Manage the teams to deliver multiple, time-critical competing priorities.
4. Provide high-level policy advice and prepare complex briefings on contemporary urban planning and land strategy policy, social planning policy and/or economic land planning issues to Senior Executives, Ministers and the Government.
5. Prepare and provide direction to the teams preparing, a range of written correspondence, submissions, reports, briefs and other documentation.
6. Represent the Directorate in communications, consultations and liaison with ACT and Commonwealth government agencies, national forums, community groups and the general public.
7. Develop and maintain positive and collaborative working relationships with other teams within the Division, Directorate, other ACT Government directorates and Commonwealth agencies to ensure that all tasks are effectively coordinated and integrated across government.
8. Input to the Directorate's key governance operations as needed, including budget development and management, Cabinet processes and human resource management.
9. Undertake other duties appropriate to this level of classification which contribute to the work of the team and organisation.
10. This position involves 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. A strategic thinker with a demonstrated ability to lead and manage the development of contemporary urban planning policy and strategic planning including environmental land planning projects.
2. Highly developed leadership and project management skills, involving the ability to plan and deliver a work program within allocated resources and timeframes, managing risks, report on outcomes and develop strategies and work practices to successfully meet the sections' goals.
3. Excellent communication (written and oral), interpersonal, representational and negotiation skills, including demonstrated ability to establish and maintain effective communication and working relationships with internal and external clients.
4. Excellent knowledge of contemporary urban planning and strategic land use policy issues, including environmental land planning particularly in an ACT context.
5. Recent experience at a senior level in the preparation of high-quality policy advice and analysis across a range of complex and multifaceted strategic policy issues.

6. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Highly Desirable

- Tertiary qualifications and experience in strategic land use planning, urban and regional planning and policy, social planning, urban economics, environmental policy or other relevant professional area.
- Extensive experience in managing and leading a team to deliver outcomes in a dynamic and fast-paced environment.
- Holds a relevant planning qualification, or workplace experience which would be eligible for membership with the Planning Institute of Australia.

Compliance

- 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 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 [Senior Director](#) (position number [P51076](#)) 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	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	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
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	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	Never

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