

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position Title: Assistant Director, Built Heritage, Approvals and Advice

Location: Dickson

Classification: SOGC

Reports to: Director, Approvals and Advice

Position Number: P57563

Last Reviewed: July 2026

Division: Environment, Heritage and Parks

Business Unit: ACT Heritage

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

What we do

The Environment, Heritage & Parks (EHP) Division delivers the following functions for the ACT government:

- Nature conservation policy, planning and delivery;
- Conservator support and traditional custodian engagement;
- Heritage conservation policy and regulation;
- Environment protection policy;
- Conservation research and evaluation;
- Management of Parks and Reserves;
- Fire and Forest Management; and
- Biosecurity policy and delivery.

The Portfolio also supports the ACT Heritage Council, ACT Aboriginal Natural Resource Management and the Dharuwa Ngunnawal Caring for Country Committee.

ACT HERITAGE

ACT Heritage administers the provisions of the *Heritage Act 2004* (the Act) and assists in the recognition, protection, conservation and celebration of the ACT's unique heritage places and objects to ensure their identification, assessment, conservation and promotion for present and future generations. ACT Heritage also coordinates the annual Canberra and Region Heritage Festival and administers the annual funding of the ACT Heritage Grants Program.

ACT Heritage provides administrative and secretariat functions to the ACT Heritage Council and advises the Minister for Heritage.

ACT Heritage also supports heritage property owners and the community with advice, assistance and information, including:

- Heritage registration and how it may affect property;
- The potential impact of development on heritage places and objects;
- The significance of heritage places and objects (natural, Aboriginal and historic); and
- Eligibility for heritage grants and awards.

POSITION OVERVIEW

Reporting to the Director, Approvals and Advice, ACT Heritage, the Assistant Director, Built Heritage Approvals and Advice supports the ACT Heritage Council in exercising their responsibilities under the *Heritage Act 2004* for advice and approvals relating to built heritage.

The role identifies advice priorities and project schedules, and is supported by Conservation Officers to ensure delivery of outputs within statutory and agreed timeframes. The role also undertakes preliminary review of potential Heritage Act offences.

DUTIES / RESPONSIBILITIES

Under limited direction:

1. Provide high quality heritage advice to the ACT Heritage Council, ACT Government agencies and external stakeholders on a range of heritage applications and referrals, relating to proposed development and conservation works at heritage places and objects
2. Coordinate the ACT Heritage Council assessment of all reports and referrals, to ensure advice and approvals are delivered in a timely manner.
3. Identify and coordinate the built heritage advice priorities and work schedules.
4. Interpret and apply the *Heritage Act 2004* and other associated legislation including carrying out the duties of an authorised officer under the Act.
5. Contribute to and coordinate a range of Council and directorate meetings and correspondence, including responses to Ministerials, briefs and governance reporting.
6. Undertake liaison and negotiation within government, industry and community groups in relation to heritage matters in the ACT.
7. Contribute to the work of ACT Heritage, including strategic planning, support of the ACT Heritage Council and data management.

SELECTION CRITERIA

The following capabilities form the selection criteria that are required to perform the duties and responsibilities of the position. Applicants should address the selection criteria with a maximum of 350 words per criterion.

Professional / Technical Skills and Knowledge

1. Extensive knowledge and experience in managing heritage places and objects in a statutory context.
2. Demonstrated well developed conceptual, analytical, research and problem solving skills and an ability to exercise sound judgment and implement meaningful solutions to complex high level heritage issues.

3. Demonstrated high level oral and written communication, liaison, representation, negotiation and conflict resolution skills.

Behavioural Capabilities

4. Demonstrated ability to work under pressure, leadership and interpersonal skills that promote team participation in problem solving and a commitment to high quality customer service principles.
5. Demonstrated experience in building productive working relationships with key stakeholders, Government agencies and industry.
6. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

Qualifications/Requirements

Skills, experience and qualifications in a heritage related field are highly desirable.

Heritage related fields include cultural heritage management, archaeology, architecture, history, landscape architecture, cultural geography and conservation management.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Built Heritage, Approvals and Advice (position number P57563) 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 is 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	Never
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	Frequently

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

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Never
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	Never
Personal Protective Equipment (PPE) required	Occasionally