

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director, Operations Coordination

Classification: SOG G

Position number: P14956

Division: Environment

Business unit: ACT Parks and Conservation Service

Location: Athllon depot / various

Reports to: Senior Director Operations Coordination and Planning

Date last reviewed: 22 January 2026

Position requirements: Please see qualifications/requirements below

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

The Environment, Heritage and Parks Division delivers the following services and functions for the ACT government and community:

- Nature conservation policy, planning and delivery.
- Heritage conservation policy and regulation.
- Environment protection policy.
- Catchment management, water policy delivery and water regulation.
- Conservation research and evaluation.
- Management of Parks and Reserves.
- Fire and Forest Management.
- Biosecurity and agriculture policy and delivery; and
- Traditional Custodian Engagement.

The Environment Portfolio also supports ACT Natural Resources Management and ACT Heritage. ACT's natural and cultural environment provides ecosystem services clean air, water and important from an ecological and landscape perspective. It is important we continue to manage and protect our environment both from the nature conservation perspective and through the environment protection activities.

BUSINESS UNIT OVERVIEW

The ACT Parks and Conservation Service (PCS) is a branch of the Environment, Heritage and Parks Division with responsibility for management of our parks, reserves and commercial forests. It protects and conserves the natural and cultural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the aesthetic environmental backdrop to Canberra. In addition, PCS manages a commercial forestry estate on behalf of the ACT Government providing a broad recreation facility, carbon capture and an economic return for the ACT community.

ACT Parks and Conservation Service includes the Planning and Operations Coordination Section which comprises reserve management planning, capital works planning and delivery, operations coordination and administration coordination across the park's estate.

POSITION PURPOSE

The Operations Coordination team is responsible for supporting the ongoing operations of other PCS business units in their operational planning and reporting activities, provision of spatial/mapping products, technical support, capital works/project delivery and Reserve Management Planning across the ACT conservation estate including which includes Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Mulligans Flat Woodland Sanctuary, the Murrumbidgee River Corridor and Googong Foreshores.

DUTIES / RESPONSIBILITIES

The primary responsibilities for the position are to:

- Manage a small team to develop and support a spatial operations planning system for the ACT Conservation Estate that:
 - presents field-based tasks in a spatial format;
 - assists with the prioritisation of park management actions;
 - allows for the assessment and timely reporting of operational works for the evaluation of business effectiveness; and
 - links operational planning data from related program areas.
- Influence use of, and an understanding of innovative systems beneficial for planning in protected area operations.
- Promote good governance consistent with contemporary principles of effective protected area management.
- Facilitate data integration with broader ACT Government spatial and asset management systems and support PCS to build its asset management capabilities and deliver asset management priorities.
- Provide timely advice on PCS operations to inform business unit planning, communications and operational reporting requirements.
- Prepare high level advice on natural resource management planning, implementation and reporting, and reserve management plan review and development.
- Communicate, negotiate, and influence operational managers and staff to effectively establish and integrate performance measures and improvements.
- Oversee mapping and business support for PCS and management of the PCS Intranet.
- Provide support to the Senior Director to lead and manage staff and section activities, team planning staff development training and performance assessment consistent with organisational and individual goals and objectives.
- Represent the Parks and Conservation Service on inter-agency committees and working groups and establish, develop and maintain positive relationships with key external bodies such as stakeholders, community organisations and interstate counterparts.
- 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.
- This position does involve direct supervision of staff.

- Ability to work within an Activity Based Working Environment.

SELECTION CRITERIA (CAPABILITIES)

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

1. Demonstrated understanding of operational planning, delivery and reporting within a natural resource or protected area management context.
2. Demonstrated ability to guide and oversee the development and management of frameworks, systems and processes to support operational planning, delivery and reporting.
3. Effective project management skills and experience including project planning, priority setting and management of consultants and other staff.
4. Demonstrated interpersonal skills, including proven ability to lead a small team and influence broader organisational change.
5. Strong written and oral communication skills with demonstrated experience in successfully liaising within government including managers and field staff.
6. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Mandatory:

- Possess and maintain a current driver's licence
- Be prepared to wear a uniform

Highly Desirable:

- Tertiary qualifications and/or highly relevant experience in a relevant field
- A knowledge of natural resource management

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Operations Coordination (position number P14956) 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	Occasionally
Graphical/analytical based	Occasionally
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	Occasionally
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	Frequently
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Occasionally
Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment	Occasionally
Working with asbestos	Occasionally
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

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