CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director

Classification: Senior Officer Grace C (SOGC)

Position number: P36282, Several

Group: Policy, Planning and Built Environment

Business unit: Strategic Planning, Transport and Policy Branch

Location: Hybrid Working Arrangements / Dickson ACT

Reports to: Director / Senior Director/ Executive Branch Manager

Date last reviewed: October 2026

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;
- Policy, Legislation and Housing Branch; and
- Strategic Planning, Transport and Policy 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 Infrastructure Planning and Modelling Team provides the evidence base for strategic planning and transport decision-making. The team maintains the Canberra Strategic Transport Model and related analytical tools, undertakes infrastructure planning and forecasting, analyses the implications of growth and development scenarios, and translates data and modelling into strategic policy, planning and investment advice for government decision-makers.

The Assistant Director provides strategic, technical and policy advice on transport planning, transport modelling, strategic land use planning and integrated transport outcomes to support ACT Government priorities. The role is responsible for translating transport, demographic, land use and network performance data into strategic insights, policy advice and evidence-based recommendations for decision-makers. This includes maintaining and applying transport models and analytical tools to evaluate future growth scenarios, infrastructure investment options, development proposals, transport policies and strategic planning initiatives.

Working as part of a multi-disciplinary team, the position contributes to strategic planning and transport policy projects, develops advice for Senior Executives and Ministers, and supports an integrated approach to land use and transport planning across the Territory.

DUTIES / RESPONSIBILITIES

The primary responsibilities for this position are to:

1. As part of a multi-disciplinary team, lead strategic land use and transport planning projects to support delivery of current ACT Government priorities and policies, and influence the development of future planning and transport policy directions.
2. Provide strategic planning and transport policy advice, briefings and recommendations for Senior Executives and Ministers, including policy development, analysis of options and assessment of strategic implications.
3. Lead and coordinate the sourcing, maintenance and analysis of land use, demographic, transport and economic data, including the application of transport modelling and analytical tools to inform strategic planning, infrastructure investment, policy development and government decision-making.
4. Maintain, enhance and apply transport modelling tools, including the Canberra Strategic Transport Model (CSTM), to assess the impacts of growth, land use change, infrastructure investment, transport initiatives and policy options, and support strategic decision-making across government.
5. Translate modelling outputs, technical analysis and research into clear, evidence-based strategic advice, including identifying opportunities, risks, trade-offs and implications for transport networks, land use outcomes, government policy and service delivery.
6. Lead the delivery of complex transport planning, modelling, research and analytical projects, including project scoping, procurement, contract management, governance, reporting, risk management and quality assurance, ensuring alignment with strategic objectives and organisational priorities.
7. Lead and oversee transport studies, travel surveys, impact assessments and related analytical work to support strategic planning, infrastructure planning, policy development and development assessment.
8. Develop and maintain productive working relationships with internal and external stakeholders, including government agencies, consultants, industry representatives and community stakeholders, to support integrated planning and transport outcomes.
9. Represent the team, Group and ACT Government at meetings, workshops, working groups and stakeholder forums, and contribute specialist transport and policy expertise to cross-government initiatives.
10. Undertake other duties appropriate to this level of classification which contribute to the work of the team, the Group and the organisation.

11. Maintain records in accordance with the Territory Records Act 2002 and undertake other duties appropriate to this level.

SELECTION CRITERIA (CAPABILITIES)

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

1. Demonstrated ability to undertake complex land use, infrastructure, transport planning or policy projects, including analysing issues, evaluating options and providing evidence-based recommendations to support government decision-making.
2. Demonstrated ability to apply transport planning, transport modelling, demographic, economic or related analytical techniques to assess impacts, identify opportunities and inform policy development and infrastructure investment decisions.
3. Demonstrated ability to manage or contribute to complex projects, studies or consultancy programs, including project planning, procurement, contract management, governance, risk management and delivery of quality outcomes within agreed timeframes.
4. Highly developed communication and interpersonal skills, with the ability to prepare high-quality briefing material and effectively engage with government agencies, consultants, industry representatives and community stakeholders.
5. Demonstrated ability to work collaboratively across multidisciplinary teams, exercise sound professional judgement and contribute to strategic initiatives in a complex policy and operating environment.
6. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Desirable

- Tertiary qualifications in transport planning, urban and regional planning, civil engineering, economics, geography, public policy, data analytics or a related discipline.

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.

ACT Government

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director (position number P66242) 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 ***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	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	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