

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director, Public Land Use Compliance and Investigations

Classification: SOGC

Position number: P49509, Several

Division: Building, Planning and Land Use Regulation Branch (BPLUR) - Access Canberra

Business unit: Public Land Use Compliance and Investigation Teams

Location: Reid Depot, Woden, Mitchell, FlexiSpace, Hybrid as required.

Reports to: Director/s

Date last reviewed: 12/06/2026

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.

DIVISION OVERVIEW

What we do

At Access Canberra, we play a key role in supporting a safe and vibrant city. We improve the way industry does business and help protect and improve Canberra's liveability. We actively engage in a risk and harm approach to compliance across a broad range of industry sectors to build a strong economy, safe community, and sustainable environment.

Access Canberra is unique to the ACT Government; we work across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities and implement new initiatives.

Who we are

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 a fun and creative environment.

BUSINESS UNIT OVERVIEW

The Public Land Use Business Unit, within the Building, Planning and Land Use Regulation Branch (BPLUR), comprises of two teams: Compliance and Investigations. These teams undertake compliance activities utilising a broad range of legislation including the *Public Unleased Land Act 2013* and *Litter Act 2004*.

Public Unleased Land Compliance Team (PULC)

PULC are responsible for management of reactive and proactive compliance operations in public places, and their core responsibilities include enforcing public space regulations, managing abandoned vehicles, monitoring compliance with moveable signs, abandoned trolleys and responding to issues in public areas. This can include managing overgrown vegetation and ensuring nature strips are maintained in accordance with guidelines.

Public Unleased Land Investigations Team (PULI)

PULI are responsible for leading investigations and prosecution of noncompliance with *Public Unleased Land Act 2013* and *Litter Act 2004*. This includes the issuing of notices, prepare briefs of evidence, attend court and tribunal proceedings and provide evidence in prosecutions for

breaches of legislation as required. PULI also manage infringements issued by the section, including review of submissions disputed infringements, requests for waiving penalties, and payment plans of infringements.

POSITION PURPOSE

The Assistant Director roles exist to ensure the organisation effectively delivers consistent, transparent and effective regulation of public unleased land in accordance with legislative and policy requirements. These positions provide oversight, guidance and accountability across all compliance activities, helping to reduce risk, and provide a responsive and effective service to the community.

DUTIES / RESPONSIBILITIES

1. Lead, manage and direct the operations of a regulatory team involved in the administration and enforcement of the ACT Legislation, including the Public Unleased Land Act 2013 and Litter Act 2004, with a strong focus on being a model regulator, service excellence and continuous improvement.
2. Develop, and assist with, the preparation of strategic and procedural advice on directorate, government and regulatory issues, and provide advice and guidance to senior management.
3. Create and review regulatory instruments and governance materials to support the team functions.
4. Support the business unit to achieve team, directorate and ACT Government goals and assist the Director with projects to improve business operations and enhance staff capability.
5. Engage with internal and external stakeholders to build collaborative relationships which support effective regulatory outcomes and strengthen service delivery.
6. Perform the range of functions undertaken by the Public Land Use Regulation Teams as required, including those of an authorised officer or inspector appointed under the range of ACT legislation.
7. Other duties reasonably required to support the functions and objectives of the role
8. This position does involve direct supervision of staff.

SELECTION CRITERIA (CAPABILITIES)

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

1. Demonstrated ability to manage, lead and mentor teams operating in a diverse regulatory and investigatory environment, exercising sound judgement and managing resources to meet time and project objectives.

2. Proven experience in interpreting, imparting and enacting complex and diverse legislation in an active and agile regulatory environment.
3. Proven communication skills and the ability to effectively consult, liaise and negotiate with a diverse range of internal and external stakeholders, on complex regulatory or investigatory matters.
4. Demonstrated ability to consistently display commitment and leadership to high quality customer service principles, attributes and practices.
5. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- 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.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of *Assistant Director, Public Land Use Compliance and Investigations* (position number P49509, *Several*) 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.

This position is located in a workplace designated for Activity Based Working (ABW). ABW transforms the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

ADMINISTRATIVE	FREQUENCY
Telephone/Mobile Phone use	Frequently
General computer use/in field technology	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Requirement to work overtime	Occasionally

Rostered shift work	Never
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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	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (on roads, paths or nature strips)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

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

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

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

