

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assessment Officer,
Development Planning

Classification: Infrastructure Officer 2 (IO2)

Position number: P23548

Group: Policy, Planning and Built
Environment

Business unit: Building, Design and
Development Branch

Location: Hybrid Working Arrangements /
Dickson ACT

Reports to: P11893, Director, Development
Planning

Date last reviewed: September 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;
- Homes and Land Supply Branch;
- Strategic Planning, Transport and Policy Branch; and
- Strategic Policy and Legislation Branch.

BUSINESS UNIT OVERVIEW

The Building, Design and Development Branch delivers a coordinated approach to safe, high-quality buildings and well-planned development across the ACT. It leads the Government's loose fill asbestos response by maintaining the Affected Residential Premises Register, managing the buyback and demolition program, and ensuring compliance with the Dangerous Substances Act 2004. The branch supports sustainable land development by assessing proposals to ensure new assets meet engineering standards and align with long-term municipal infrastructure needs, while also providing specialist advice on land governance and planning processes. The branch leads ongoing reform of the ACT's planning and development system through changes to the Territory Plan and other planning legislation. It strengthens consumer protection and building performance through policy development, legislative reform, and initiatives that enhance construction quality, energy efficiency, and emissions reduction, and it administers the ACT's building regulatory framework to support a safe and accountable construction sector. The branch also enhances design quality across the built environment by providing design guidance and evidence for planning system improvements, supporting the National Capital Design Review Panel, and managing the Government Architect's consultation responsibilities.

POSITION PURPOSE

The role of Assessment Officer within the Development Planning team comprises working in a multi-disciplinary environment to support the preparation and implementation of development related policy, planning and technical advice to advance the ACT Government's land use, transport and city-shaping objectives. This position is responsible for reviewing and assessing a diverse range of planning and development applications and submissions, including supporting industry proponents in obtaining custodianship authorisations for developments, works, and licence requests involving Territory land. This includes managing land transfer requests across ACT Government directorates and contributing to development approval processes through the evaluation of land proposals, site investigations, and assessments of territory servicing requirements to support development outcomes.

DUTIES / RESPONSIBILITIES

The primary responsibilities for this position are to:

1. Undertake assessment of a wide range of development applications, planning and design submissions and provide technical responses against design standards, codes, guidelines and policies, within given timeframes.
2. Liaise with relevant CED business units and other government agencies in relation to development approvals, including maintaining land custodianship information and supporting industry in obtaining endorsement for custodianship authorisations for development or works and license requests affecting territory land or assets
3. Facilitate the process of finding optimal solutions to land release and development submissions whenever there are competing priorities in relation to resolving matters relating to territory servicing and assets including vehicular access and parking, transport and traffic, waste management, stormwater drainage, tree preservation, and landscaping.
4. Coordinate advice from various line areas within CED including where appropriate asset owner involvement and to facilitate resolution of site issues.
5. This position does not involve 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. Experience and knowledge in assessing development applications, planning submissions, building or works approvals.
2. Demonstrated understanding of ACT development approval processes and relevant Australian and ACT standards, specifications, guidelines, codes and policies relating to civil infrastructure, transport, municipal services and Territory land management, with the ability to interpret technical documentation, assess development-related matters.
3. Demonstrated coordination and organisational skills, while managing competing priorities and meeting tight deadlines.
4. Well, developed written and verbal communication skills, with a proven ability to work collaboratively across government and industry, to influence positive outcomes through effective liaison, facilitation and problem-solving.
5. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Mandatory

- Hold a relevant professional qualification in Engineering, Architecture and Project Management or accreditation with a professional body recognised within Australia; or
- Hold a relevant building degree; or
- Have a significant building or infrastructure knowledge and/or project management experience.

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.
- Driver's licence, C-Class, is essential.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of [Assessment Officer](#) (position number [P23548](#)) 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	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