

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director,
Development Planning

Classification: Infrastructure Officer 3 (IO3)

Position number: P14177

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 Assistant Director 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 the technical review and approval of planning and design submissions to ensure they meet relevant design standards, specifications and codes so that they are safe and fit for purpose.

DUTIES / RESPONSIBILITIES

The primary responsibilities for this position are to:

1. Undertake assessments for a wide range of pre-DA, planning and design submissions and provide technical responses against design standards, codes, guideline and policies within given timeframes. Design elements encompass all CED asset categories and may include geometric road design, traffic control devices, road pavements, stormwater systems, street lighting, active travel, traffic and transport, open space, waste and recycling.
2. Identify non-conforming design submissions and liaise with asset owners and consultants to negotiate appropriate outcomes. This will include undertaking technical assessments, reviewing concept planning reports / plans, and making decisions on design suitability and delivery requirements for integration with other land use planning and capital works infrastructure.
3. Draft ministerial correspondence, project reports, presentations, briefing notes, submissions and other general correspondence. This will include providing input into the development/enhancement of Engineering Advisory Notes, design standards and technical specifications.
4. Build relationships and work successfully with stakeholders, both internal and external to ensure land development proposals achieve good outcomes for customers. This also requires communicating technical advice to non-technical audiences and ensuring that project outcomes align with program strategic priorities, objectives, and benefits.
5. This position may 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. Demonstrated technical knowledge and experience in the planning, design, construction of municipal infrastructure assets including medium to complex multi-discipline projects consisting of complex civil public infrastructure assets such as arterial roads and land subdivisions.
2. Leverages own professional background and judgement to achieve coordinated land development and infrastructure planning outcomes, including determining expected design outcomes for asset owners / subject matter experts.
3. Proven project management and organisational skills to achieve planning and design project outcomes within agreed timeframes.
4. High-level interpersonal skills especially in areas of written and oral communication, facilitation, liaison, representation and negotiation skills to effectively manage stakeholder relationships and influence positive outcomes.

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.

Desirable

- Tertiary qualifications in transport planning/civil engineering/traffic engineering and/or related disciplines with a minimum of 5 years' experience.
- Chartered Professional Engineer (CPEng) Membership of Engineers Australia or equivalent professional body is highly desirable.

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 [Assistant Director](#) (position number [P14177](#)) 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