CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Director, Consumer Energy Resources and Priority Household Transition

Classification: Senior Officer Grade B

Position number: 58063

Division: Climate Change, Energy, Water and Waste

Business unit: Consumer Energy Resources and Priority Household Transition (CERPHT)

Location: 480 Northbourne Avenue, Dickson, ACT

Reports to: Senior Director, Batteries and Consumer Energy Resources

Date last reviewed: 15 September 2026

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 Climate Change, Energy, Water and Waste Division ensures the ACT remains a national and global leader in addressing climate change, promoting sustainable energy supply and use, and managing water wisely.

We are creating our climate-ready and water-secure city.

Through policies, programs and active engagement with the community we seek to reduce carbon emissions, reduce energy use, support renewable energy and the uptake of clean energy technologies, promote environmentally sound transport choices, improve our water security, and increase resilience to our changing climate. These activities occur in sectors including government, non-government, business, community, and households, and contribute to Canberra's growth as a dynamic, sustainable and prosperous city.

The ACT has adopted world-leading targets to reach net zero greenhouse emissions by 2045 and a comprehensive strategy to reach these goals. We have interim targets along the way, including a legislated target of 100% renewable electricity for the ACT.

While climate change and water security is a key focus of the Division, we also support policies and programs to achieve broader sustainability outcomes in areas such as water security, waste, transport, and the built environment. While our main focus is on the ACT, we also work with national and international governments, organisations and forums to share experiences, cooperate on projects to build scale and provide security for investment in innovative technologies.

The Division also has policy oversight of the ACT's energy sector, ensuring electricity, gas and liquid fuel supplies are reliable, sustainable, and efficient.

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BUSINESS UNIT OVERVIEW

Consumer Energy Resources and Priority Household Transition team develops policy to ensure the ACT's electricity network is fit for purpose, including maximising integration of consumer energy resources such as solar, batteries and electric vehicles. The CERPHT team focuses on the market, regulatory and consumer protection frameworks needed to effectively integrate and orchestrate CER into the ACT's evolving energy system. The team also provides policy oversight of the Energy Efficiency Improvement Scheme and advice on how to support priority households to improve energy efficiency and electrify.

POSITION PURPOSE

Consumer Energy Resources (CER) are central to Australia's future energy system, helping transform the National Electricity Market into a cleaner, more sustainable, efficient, flexible, and responsive network. This change is driving rapid reform to our regulatory frameworks and the way the energy market operates. The CERPHT team exists to help guide the ACT through this transition whilst ensuring that the benefits of CER technologies are distributed equitably across the community.

DUTIES / RESPONSIBILITIES

The successful candidate will have the skills and experience necessary to deliver the following scope of work:

1. Implement ACT priorities and activities as outlined in the ACT's Integrated Energy Plan 2024-2030 and the National Consumer Energy Resources Roadmap, including:
    - integration of consumer energy resources into the ACT's distribution network; and
    - options to support priority households as the ACT transitions towards electrification.
2. Maintain policy oversight of the *Energy Efficiency Improvement Scheme,* including the provision of high quality policy advice on Scheme reform options.

Under broad direction, this role will:

3. actively contribute to the strategic direction and effective management of the Division.
4. provide high quality policy, administrative, technical and professional advice relevant to the key focus areas of the team.
5. prepare and co-ordinate the development of correspondence, advice, reports, legislative instruments, cabinet submissions, presentations and briefings on policy, technical, or program issues.
6. frequently collaborate with officers across CED and the ACT public service to drive policy, legislative or regulatory reforms.
7. collaborate, liaise and represent the ACT Government at meetings and workshops with community, business and industry groups, other ACT Government agencies, state/territory and Commonwealth Governments and other relevant stakeholders
8. lead a business unit's planning, reporting, finance, auditing, administration, risk management, procurement and contract management, quality assurance and governance activities and other duties as requested and required.
9. lead and develop team members to create an effective, collabaorative and productive business unit.
10. 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
11. maintain records in accordance with the Territory Records Act 2002 and Privacy Principles.
12. effectively work and supervise team members in an activity based working environment.

This position involves 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.

Skills

1. Ability to develop and provide comprehensive evidence-based policy advice and solutions on matters relevant to the key focus areas outlined above.

2. Highly developed written and oral communication skills including:

    - liaison, negotiation, and representation skills; and

    - preparation of Cabinet Submissions, drafting instructions, legal instruments, correspondence, briefings and strategic documents for internal and external stakeholders.

3. Ability to lead and develop team members in a hybrid work environment, with a focus on creating an effective, collaborative and productive team dynamic.

Knowledge

4. Detailed knowledge and applied understanding of the key focus areas outlined above, with evidence of the application of this knowledge to provide practical policy, commercial or regulatory solutions.

5. Knowledge of, and experience managing, government policy development processes at state/territory or federal level including seeking Ministerial, Cabinet or other regulatory approvals.

6. Demonstrated ability to interpret and analyse legislation, regulations, policies and guidelines and the capacity to undertake research and analysis in the provision of quality advice.

Behaviour

7. Shows initiative and drive to achieve high standards of performance and builds productive networks and relationships with team members and stakeholders.

8. Consistently demonstrates a high level of integrity and emotional intelligence while delivering outcomes for a broad range of stakeholders such as government or business entities, regulatory bodies, govering or advisory boards and/or community members.

9. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Desirable:

- Tertiary qualifications in a relevant field would be highly regarded, but not essential. Successful candidates may come from a range of backgrounds.

- 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.
- To be eligible to apply for this role, you must be an Australian citizen.
- This position **does not** require a Working with Vulnerable People Check.
- This position **does not** require a Security Clearance.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director (position number P58063) 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 ***The position in an activity based work environment***	Occasionally

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	Never
Access to Accrued Days Off (ADO's)	Occasionally
Peaks and troughs	Occasionally
Frequent paid overtime	Never
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	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
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	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

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	Never