

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Director, Public Unleased Land Compliance and Investigations

Classification: Senior Officer Grade B (SOGB)

Position number: P72533

Type: 12 months with possibility of extension and/or permanency

Division: Access Canberra

Branch: Building, Planning and Land Use Regulation

Business unit: Public Unleased Land Compliance and Investigations

Location: Dickson, Mitchell, FlexiSpace, depot and hybrid arrangements as required

Reports to: Senior Director, Construction and Planning Regulation

Date last reviewed: 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

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 apply a risk- and harm-based approach to compliance across a broad range of industry sectors to support a strong economy, safe community and sustainable environment.

Access Canberra works across regulatory and customer service areas to deliver government priorities, regulatory reform and trusted services. Our people are diverse, professional and committed to communicating with candour and respect, collaborating across boundaries and improving outcomes for the community.

BUSINESS UNIT OVERVIEW

The Public Land Use Business Unit, within the Building, Planning and Land Use Regulation Branch, comprises the Public Unleased Land Compliance Team (PULC) and Public Unleased Land Investigations Team (PULI). The teams administer and enforce a broad range of Territory legislation, including the *Public Unleased Land Act 2013* and *Litter Act 2004*, to support lawful, safe and appropriate use of public places.

PULC delivers proactive and reactive compliance operations, including matters involving illegal dumping, abandoned vehicles, moveable signs, abandoned trolleys, overgrown vegetation, nature strip maintenance and other uses of public unleased land.

PULI leads complex investigations and enforcement action, including issuing statutory notices, preparing briefs of evidence, managing infringement review processes, and representing the regulator in court and tribunal proceedings.

The business unit works with operational partners, land managers, other regulators, industry and the community to deliver evidence-based, fair and proportionate regulatory outcomes.

POSITION PURPOSE

The Director provides strategic and operational leadership of the PULC and PULI teams and is accountable for consistent, transparent and effective regulation of public unleased land. The role translates legislative, policy and organisational priorities into coordinated compliance, investigation and enforcement programs.

Operating with a high degree of autonomy, the Director oversees complex and sensitive matters, sets priorities, manages risk and resources, and provides authoritative advice to the Senior Director, Executive Branch Manager and senior decision-makers. The role works closely with Assistant Directors and authorised officers to build capability, strengthen governance and maintain legally defensible, evidence-based regulatory practice.

DUTIES / RESPONSIBILITIES

1. Regulatory Leadership and Operations

- Lead and direct the PULC and PULI teams to deliver coordinated engagement, compliance, investigation and enforcement programs.
- Set operational priorities and allocate resources according to legislative obligations, evidence, risk, harm and community impact.
- Provide oversight and direction on complex, sensitive or high-risk cases, ensuring decisions are lawful, consistent, proportionate and procedurally fair.

2. Governance, Quality and Regulatory Assurance

- Establish and maintain fit-for-purpose governance, delegations, procedures, decision records, quality controls and escalation pathways.
- Assure the quality and evidentiary sufficiency of significant regulatory actions, briefs of evidence, statutory notices, infringement decisions and prosecution referrals.
- Monitor emerging risks, systemic issues and performance trends, and implement timely mitigation and improvement action.

3. Strategic Advice, Policy and Improvement

- Provide authoritative, evidence-based advice on complex regulatory, operational and legislative matters to the Senior Director, Executive Branch Manager and senior stakeholders.
- Prepare high-quality briefs, submissions, reports and correspondence for executive, ministerial and governance audiences.
- Lead the development and review of regulatory strategies, operational policies, procedures and regulatory instruments.

4. Stakeholder and Executive Engagement

- Build trusted and productive relationships with land managers, operational partners, other regulators, legal advisers, industry, community representatives and other government agencies.
- Represent the business unit and branch in senior forums, negotiations and cross-directorate initiatives.
- Communicate clearly in contested or sensitive environments and manage stakeholder expectations while maintaining regulatory independence.

5. People, Resources and Capability

- Lead, coach and develop Assistant Directors and multidisciplinary regulatory staff, fostering accountability, collaboration, safety, wellbeing and continuous improvement.
- Manage budgets, workforce, assets and operational resources to deliver agreed priorities and sustainable service outcomes.
- Build capability in legislative interpretation, investigation, use of statutory powers, evidence management, professional judgement and risk-based regulation.

The Director may exercise relevant statutory delegations or appointments and perform other duties reasonably required to support the objectives of the branch. This position involves direct supervision of staff.

SELECTION CRITERIA (CAPABILITIES)

Applicants should provide concise evidence of their skills, knowledge and behaviours against the duties above, the criteria below and the ACTPS Shared Capability Framework.

1. Demonstrated senior leadership of multidisciplinary teams delivering complex compliance, investigation or enforcement functions, including sound resource management and operational prioritisation.
2. High-level knowledge of regulatory practice and proven ability to interpret and apply complex legislation, statutory powers, evidence and professional judgement in contested matters.
3. Demonstrated ability to establish effective governance and assurance arrangements and to manage significant legal, operational, reputational and safety risks.
4. Exceptional written and verbal communication skills, including providing authoritative advice and negotiating with senior, diverse and sometimes challenging stakeholders.
5. Demonstrated strategic judgement, resilience and accountability, with the ability to operate effectively under ambiguity, scrutiny and competing priorities.
6. Demonstrated commitment to service excellence, continuous improvement, workplace health and safety, and the ACTPS values of Respect, Integrity, Collaboration and Innovation.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Mandatory:

- A current driver licence.
- Ability and willingness to undertake site visits and wear personal protective equipment where required.

Desirable:

- Experience leading regulatory investigations, prosecution activity or public land compliance functions.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director, Public Unleased Land Compliance and Investigations and indicates how frequently each requirement would be performed. CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace. The position operates in an Activity Based Working environment and may involve work from multiple sites and approved remote locations.

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	Never
<i>The position in an activity based work environment</i>	

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Frequently
Access to Accrued Days Off (ADO's)	Never
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	Never

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