

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director, Behaviour Change

Classification: SOGC

Position number: P66740

Division: Climate Change, Energy, Water and Waste

Business unit: Water Efficiency Program

Location: Dickson, ACT

Reports to: Director, Water Efficiency Program

Date last reviewed:

Position requirements: N/A

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

The Climate Change, Energy, Water and Waste Division ensures the ACT remains a national and global leader in addressing climate change and promoting sustainable energy supply and use. Through policies and programs including active engagement with the community, we seek to reduce energy use, support renewable energy, promote environmentally sound transport choices, reduce waste, and improve its management, improve information on climate change and increase resilience to our changing climate. These activities occur in all 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 address the changes in the climate. We have interim targets along the way, including ensuring the ACT's electricity is entirely based on renewables from 2020.

Knowing that the climate is changing, the government is also focused on ensuring the community is prepared for these changes and the risks they bring and puts in place appropriate strategies to address these risks. While climate change is a key focus of the Division, we also support effective policies and programs to support broader sustainability outcomes in areas such as waste, transport, and the built environment.

The Division also has policy oversight of the ACT's energy sector, ensuring electricity, gas and liquid fuel supplies are reliable, sustainable, and efficient. The ACT has some of the lowest electricity prices in the country and very high reliability while also moving quickly towards 100% renewables.

While our 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.

Who we are

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We are engineers, scientists, landscape architects, economists, diplomats, social workers, farmers, teachers and many others; our diverse backgrounds reflect the diversity of what we do, and the way climate change impacts on every aspect of society. We are united by our commitment to effectively deliver the government's promise of effective action.

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.

What we offer

- Interesting and fulfilling work in a government environment where you can see the impact you have on the Canberra community.
- Opportunity to work on world leading, cutting edge innovations and contribute to policies and programs which are helping to solve the global climate emergency which requires urgent, significant, ongoing and unprecedented action.
- A flexible workplace which enables activity-based work in a fun and creative environment.
- The opportunity to work with passionate, innovative, and experienced leaders who will demonstrate integrity and support you to develop your expertise and be information, collaborative and innovative.
- A vibrant workplace culture that is collaborative, strategic, courageous, creative and disciplined.

BUSINESS UNIT OVERVIEW

Key teams in the Division include:

- *Business and Economic Development team* delivers several programs for businesses and owners corporations to help reduce emissions, support electrification and undertake sustainability upgrades. The team also manage administration of the Energy Innovation Fund, supporting Canberra's ambition to be a leader in the energy transition including by achieving the 100% Renewable Electricity Target.
- *Household Programs team* delivers a range of targeted programs and services that empower and build capacity of households to be sustainable, reduce emissions, and lower energy and water costs. The team also manages the administration of the Energy Efficiency Improvement Scheme.
- *Household Schemes team* delivers the Sustainable Household Scheme, energy efficient upgrades in public housing properties, and rebates for vulnerable households to live more comfortably, reduce emissions and their energy costs.
- *Government, Schools and Community team* enables and coordinates a whole of government approach to reducing Government emissions in a cost-effective manner, as well as supporting sustainability education and programs in ACT schools and community.
- *ZEV Strategy Implementation team* is responsible for implementation of the ACT Zero Emissions Vehicle Strategy 2022-30 and strategic projects, such as exploring hydrogen fuel options for heavy vehicles in the ACT.
- The *Office of Water* facilitates holistic and coordinated policy, planning and program delivery for water resource management within the Territory. It leads the Territory engagement on interjurisdictional water policy such as water trade, and Basin Plan and Snowy Water Inquiry Outcomes Implementation Deed reviews. It includes the Healthy Waterways Program, which is developing and implementing plans to improve the health of the ACT's rural and urban waterways.
- *Climate Change Policy Adaption and Resilience Policy* – leads and coordinates policy development and implementation of climate change adaptation initiatives, focused on urban infrastructure, including Canberra's Living Infrastructure Plan, and community and household adaptation and resilience. Emissions Reduction Policy – tracks the ACT's

transition to net zero emissions, ensuring that all sectors are included in emissions inventories including industrial emissions, embodied and scope 3 emissions. Zero emissions vehicle (ZEV) uptake is supported through forward-looking measures.

- *Batteries and Consumer Energy Resources* – leads battery policy development 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. Provides policy oversight of the Energy Efficiency Improvement Scheme and advice on how to support priority households to improve energy efficiency and electrify.
- *Energy Transformation Gas Transition Policy* – Develops technical codes, abolishment policies and regulations to transition off gas and manage the decommissioning of the gas network over time.
- *Energy Policy and Innovation* – Provides policy leadership for the ACT’s zero emissions energy system with reference to national initiatives, including the future of the National Energy Market, large-scale feed-in tariff, energy emergency management, energy prices and consumer protections. Develops the ACT’s energy industry innovation policy.
- *Waste Policy team* is responsible for the implementation of policy and legislative reform projects related to waste, such as the single-use plastic reduction, circular economy legislation, waste management strategy and ACT Container Deposit Scheme.

DUTIES / RESPONSIBILITIES

Under limited direction, Assistant Directors, in the division undertake a range of duties and responsibilities, including:

- Provide high quality administrative, technical and/or professional advice.
- As a member of a team, develop, implement and evaluate water, climate change, sustainability and energy programs.
- Plan, implement, track and report on projects and contract milestones and budgets.
- Prepare and co-ordinate the development of correspondence, advice, reports, cabinet submissions, procurement and capital works proposals, presentations and briefings on technical, policy and/or program issues.
- Represent the ACT Government at local and national meetings and workshops with community, business, industry and government stakeholders.
- Support and manage staff and provide support to the Director of the Section as required.
- 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.
- Maintain records in accordance with the Territory Records Act 2002 and Privacy Principles.

SELECTION CRITERIA (CAPABILITIES)

Your suitability for this position will be assessed based on your **skills, knowledge** and **behaviour** in relation to the duties/responsibilities listed above.

Please refer to the advertising materials for information on how to apply.

Skills

- Ability to develop and deliver programs based on sound analysis and evidence.
- Effective communication, negotiation, representation, and influencing skills with internal and external stakeholders including the ability to provide high quality administrative and/or professional advice.
- Ability to effectively manage staff, allocate and prioritise tasks.
- Plan, implement, track and report on projects and contract milestones and budgets.

Behaviour

- Ability to help others, work as part of a team and contribute to a positive team culture.
- Focus on delivering outcomes for Ministers, stakeholders and customers, as appropriate.
- Commitment to the implementation of the principles of workplace diversity, participative work practices, workplace health and safety, and compliance with the requirements of the Territory Records Act 2002.

Knowledge

- An interest, knowledge and understanding of water, climate change, sustainability and energy issues would be well regarded, but not essential.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- A current ACT or equivalent driver's licence may be required.
- Some weekend and after-hours work may be required.
- Ability to obtain an ACT Working with Vulnerable People card.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Behaviour Change (position number PN66740) and indicates how frequently each of these requirements would be performed. Please note that EPSDD 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	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	Never
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)	Never
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	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	Occasionally
Personal Protective Equipment (PPE) required	Occasionally