

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Mulligans Flat Sanctuary Manager

Classification: Senior Officer Grade C (SOG C)

Position number: P37640

Division: Environment

Business unit: ACT Parks and Conservation Service / Parks and Partnerships

Location: Mitchell Depot

Reports to: Senior Director

Date last reviewed: 31 July 2026

Position requirements: please see compliance requirements / qualifications

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 Environment, Heritage and Parks Division delivers the following services and functions for the ACT government and community:

- Nature conservation policy, planning and delivery.
- Heritage conservation policy and regulation.
- Environment protection policy.
- Catchment management, water policy delivery and water regulation.
- Conservation research and evaluation.
- Management of Parks and Reserves.
- Fire and Forest Management.
- Biosecurity and agriculture policy and delivery; and
- Traditional Custodian Engagement.

The Environment Portfolio also supports ACT Natural Resources Management and ACT Heritage. ACT's natural and cultural environment provides ecosystem services clean air, water and important from an ecological and landscape perspective. It is important we continue to manage and protect our environment both from the nature conservation perspective and through the environment protection activities.

BUSINESS UNIT OVERVIEW

The Parks and Conservation Service (PCS) is responsible for the management of the ACT's protected area network including National Parks, Nature Reserves, water catchments, commercial softwood forests and rural lands. The Parks and Conservation Service implements a broad range of management programs both on and off reserve that support sustainable environmental, wildlife and heritage outcomes. It protects and conserves the natural resources of the ACT and promotes appropriate recreational, educational and scientific uses of our parks and reserves.

The Parks and Partnerships section provides management responsibilities for Canberra Nature Park, Namadgi National Park, Murrumbidgee River Corridor, Tidbinbilla Nature Reserve, Molonglo River Park, Googong Foreshores and the Lower Cotter Catchment. The day to day management of the forestry and rural areas within the eastern part of ACT is also a responsibility of the section.

POSITION PURPOSE

Sanctuary Manager

This includes the Mulligans Flat and Goorooyarroo Nature Reserves, associated environmental offset areas. Importantly, the Sanctuary Manager is responsible for the 1300 hectares of predator free enclosure. The Sanctuary and adjoining reserves host the Mulligans Flat Goorooyarroo Woodland Experiment which is a partnership between the Australian National University, CSIRO

and ACT Government to rehabilitate the Yellow Box Blakely's Red Gum grassy woodlands. Further information can be found at: <http://www.mfgowoodlandexperiment.org.au/>

The position is located in the Parks and Conservation Service of the Environment and Planning Directorate in the ACT.

Partnership

The Mulligans Flat Woodland Sanctuary is managed in partnership by the Parks and Conservation Service and the Woodlands and Wetlands Trust. This position will take a lead role in fostering this strategic partnership. Further information on the Trust and Sanctuary can be seen at: <https://woodlandsandwetlands.org.au/>

The Environment and Planning and Sustainable Development Directorate (EPSDD) has responsibility within the ACT for policy development relating to nature conservation, climate change, waste, heritage, planning, transport planning, energy and water, together with regulatory responsibilities for development applications. EPSDD serves the government to provide the highest possible quality of services to the people of Canberra, with the objective of securing a sustainable future for the ACT and its community.

DUTIES / RESPONSIBILITIES

The primary responsibilities for the position are to:

- Develop the Reserve Operations Plan for the Sanctuary and identify budgeted and unbudgeted resourcing requirements for the continued smooth operation and development of the Sanctuary in alignment with the Mulligans Strategy *Flourishing Nature Flourishing Culture*.
- Oversee the development of operational programs within the extended Sanctuary and improved visitor engagement infrastructure and programs in line with the Mulligans Strategy *Flourishing Nature Flourishing Culture*.
- Provide oversight and coordination for on-ground operations, to minimise conflicts and optimise alignment across research, outreach, and sanctuary management activities
- Manage staff and volunteers delivering operational works and community engagement activities in the Sanctuary.
- Maintain strong relationships with key partners including the ANU, CSIRO, Woodlands and Wetlands Trust, Conservation Research team of EPSDD and other Sanctuaries.
- Support and encourage innovation and knowledge transfer with the ACT Government and beyond that recognises the Sanctuary's experience and achievements
- Maintain records in accordance with legislation, coordinate planning, budgeting, prioritization and reporting for works programs.
- Lead and motivate staff and develop and implement programs associated with workplace diversity, industrial democracy, workplace health and safety and staff development and training.

- Contribute to the strategic management of the section and branch as a member of the broader management team.
- Contribute to ministerial and executive briefings and provide general advice in relation to operational delivery.
- Assess and respond to planning and development proposals that impact on reserves, including coordinating responses to compliance issues related to the *Nature Conservation Act* or *Planning and Development Act*.
- Assist the development and delivery of budget bids linked to reserve establishment and management.
- Understand, work within and model behaviour consistent with the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation.
- This position does 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.

Skills

1. Threatened species conservation, recovery and science-based management: Experience planning and implementing threatened species protection, reintroduction, monitoring and recovery programs, and applying ecological research and monitoring data to inform adaptive land management outcomes.
2. Demonstrated capacity to respond to ministerial requests and produce briefings, as well as provide advice on development proposals and coordinate compliance activities.

Knowledge

3. Knowledge of protected area management, threatened species recovery and habitat management to support healthy, resilient ecosystems.

Behaviour

4. Highly developed communication, representational and interpersonal skills, including the ability to foster healthy partnerships in complex stakeholder environments and manage a small and dynamic team;
5. Demonstrated commitment to the implementation of the principles of workplace diversity, participative work practices and workplace health and safety.
6. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Mandatory:

- This position requires a Working with Vulnerable People Check.
- Possess a manual driver' license.
- Experience and or willingness to undertake incident management duties including participation in fire standby, suppression and training.

Highly Desirable:

- A tertiary degree in environment or natural resource management with diversified experience of 8+ years AND/OR equivalent associated natural resource management/environmental science qualifications (e.g. cert IV, associate diploma) AND/OR extensive experience in a relevant field.
- This position may require a pre-employment medical.
- This position does require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Mulligans Sanctuary Manager (position number P37640) 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	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Occasionally
<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	Frequently
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	Occasionally
Lifting 10kg+	Occasionally
Climbing	Occasionally
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	Frequently
Personal Protective Equipment (PPE) required	Occasionally