

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Senior Regulatory Integrity Officer

Division: Access Canberra

Classification: Administrative Services Officer Grade 6

Business Unit: Animal Regulation

Location: Symonston ACT

Position number: P17392

Date last reviewed: July 2026

Position hours: Full-Time (36.75 hours)

Position requirements: Driver Licence

Reports to: Assistant Director

Note: This position may be exposed to sensitive and traumatic situations and material, including potential to encounter aggressive or agitated customers, as well as viewing images and other materials associated with animal cruelty and injuries to people and/or animals.

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

At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering a great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to better deliver services.

Access Canberra is unique to the ACT Government; we work across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities and implement new initiatives. We actively engage in a risk and harm approach to compliance across a broad range of industry sectors to build a strong economy, safe community and sustainable environment.

Who we are

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. 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.

Access Canberra is comprised of people from all backgrounds seeking to help members of the ACT community. Demonstrating our connectedness with our community through inclusion and diversity is key to our vision. 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. We are curious about each other's work and always ask "who else needs to know?".

If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background, we are especially welcoming of your application.

BUSINESS UNIT OVERVIEW

The Environment and Specialised Regulation (ESR) Branch supports the ACT community through clear, consistent and accessible regulation that protects people, animals and the environment while enabling safe and sustainable services. Through a regulatory lifecycle approach, ESR delivers education, authorisation, compliance, investigation and enforcement functions that support public confidence, responsible behaviour and positive regulatory outcomes.

ESR's Animal Regulation unit is responsible for administering animal welfare, domestic animal management and a range of specialised licensing, permit, authorisation and prosecution functions across the ACT. The business unit administers the *Domestic Animals Act 2000* and *Animal Welfare Act 1992*, while also undertaking licensing, permit and criminal prosecution functions involving animals under the *Nature Conservation Act 2014* and related legislation.

Animal Regulation works to ensure the safety of the community, promote responsible animal ownership, protect animal welfare, and support biodiversity and conservation outcomes. The business unit delivers a broad range of regulatory activities including:

- Responding to public safety matters involving dogs, including attacks, harassment and menacing behaviour.
- Investigating and enforcing animal welfare and animal nuisance complaints.
- Registration and annual renewal of dogs and cats residing in the ACT.
- Licensing, permits and authorisations relating to companion animals and domestic pets, including breeding and management permits, dangerous dog permits and assistance animal accreditations.
- Licensing, permits and authorisations relating to animal use, research, teaching, commercial animal keeping and other regulated animal activities.
- Licensing, permits and authorisations relating to native wildlife, exotic animals, protected species and wildlife management activities.
- Conducting specialised investigations and criminal prosecutions for offences relating to animal welfare, domestic animal management and animal-related nature conservation matters.
- Operating and managing the ACT Government's animal care facility, including the care, rehabilitation, reunification, adoption and rehoming of impounded and surrendered animals.

Through partnerships with government agencies, industry, community organisations and stakeholders, Animal Regulation seeks to achieve the best possible animal welfare, public safety and conservation outcomes for the ACT community. The business unit combines education, engagement and regulatory action to ensure that animals are managed responsibly, welfare standards are maintained, and legislative obligations are met.

POSITION PURPOSE

The Senior Regulatory Integrity Officer is responsible for undertaking complex assessment, monitoring, auditing and regulatory assurance activities relating to licences, permits, accreditations, registrations and authorisations administered by Animal Regulation.

The role provides specialist advice regarding regulatory requirements, operational standards, codes of practice and guidance materials and contributes to the development and continuous improvement of regulatory frameworks and assessment processes. The position supports the administration of animal-related regulatory schemes including animal welfare, companion animals, animal use, research and teaching, commercial animal activities, native wildlife, exotic animals and other authorised activities administered under relevant legislation.

The role undertakes complex assessments, monitoring and auditing activities, manages sensitive stakeholder matters and supports consistent and evidence-based decision-making across regulatory authorisation frameworks. The position may also provide specialist support to other Environment and Specialised Regulation licensing and authorisation functions where required.

This position is appointed as an Authorised Person and Inspector under the *Domestic Animals Act 2000* and *Animal Welfare Act 1992*, and is a delegate of the Conservator of Flora and Fauna under the *Nature Conservation Act 2014*.

DUTIES / RESPONSIBILITIES

Regulatory Authorisations and Assessments

1. Assess complex licence, permit, accreditation, registration and authorisation applications and provide recommendations or decisions in accordance with legislative and operational requirements.
2. Provide specialist advice regarding authorisation requirements, assessment criteria and regulatory obligations to applicants, stakeholders and internal staff.
3. Contribute to the administration and continuous improvement of regulatory authorisation frameworks and decision-making processes.

Monitoring, Auditing and Assurance

4. Undertake monitoring, auditing and review activities to assess compliance with authorisation conditions, regulatory standards and codes of practice.
5. Analyse information, trends and emerging risks and provide recommendations to improve regulatory outcomes and system integrity.
6. Prepare reports, briefings and recommendations relating to assessments, audits, assurance activities and regulatory performance..

Guidance, Standards and Stakeholder Engagement

7. Develop and maintain operational guidance materials, standards, codes of practice, procedures and assessment tools.
8. Build productive relationships with industry, government, community organisations and regulated entities to support effective regulatory outcomes.
9. Provide mentoring and technical guidance to Regulatory Integrity Officers and contribute to capability development across the team.

Note: While flexible working options are available, it is essential that the role maintains a presence at the facility in line with our hybrid working model.

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. Demonstrated experience undertaking complex licensing, permit, accreditation, auditing or regulatory assessment activities within a legislative or regulatory environment.
2. Demonstrated ability to interpret and apply legislation, codes of practice, standards and operational frameworks and exercise sound judgement when making or supporting regulatory decisions.

3. Strong analytical and problem-solving skills, including the ability to assess risks, identify trends and prepare evidence-based recommendations and reports.
4. Highly developed written and verbal communication skills, including the ability to prepare complex documentation and communicate effectively with diverse stakeholders.
5. Demonstrated ability to work collaboratively, provide technical guidance and contribute to continuous improvement and positive regulatory outcomes.
6. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and promoting workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- 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.
- Experience leading and managing operational teams in a regulatory environment is highly desirable.
- Possession of a Certificate IV in Government (Investigations), or the ability to obtain within the first 12 months of commencement, is required.
- This position requires a Driver Licence (Class C) or equivalent.
- This position requires pre-employment psychological testing.
- This position requires a National Police Check prior to commencement.
- This position does not require a Working with Vulnerable People Check or Security Clearance.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role 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 or radio use	Occasionally
General computer or in-field technology use	Frequently
Extensive keying or data entry	Occasionally
Graphical or analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
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)	Never
Working in a call centre environment	Never
Working directly with the public	Frequently

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+	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	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	Occasionally
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	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Occasionally