CITY AND ENVIRONMENT DIRECTORATE (CED) POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director, Contaminated Sites

Classification: Senior Professional Officer C

Position number: P19288

Division: Access Canberra

Business unit: Environment Regulation, Environment & Specialised Regulation (ESR)

Location: Dickson Office, Flexible

Reports to: Assistant Director, Environmental Quality

Date last reviewed: November 2026

Position requirements: 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

What we do

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

What we offer

- Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.
- The opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise.
- A flexible workplace with brand new, state of the art accommodation enabling activity-based work in a fun and creative environment.

BUSINESS UNIT OVERVIEW

The Environment Regulation business unit within the Environment and Specialised Regulation (ESR) Branch is responsible for administering and enforcing a broad range of environmental legislation and regulatory functions across the ACT. The business unit supports the functions of the ACT Environment Protection Authority (EPA), a statutory authority established under the *Environment Protection Act 1997*, and delivers regulatory activities relating to air, land and water quality, environmental noise, water resources, lakes, waste, contaminated sites, and other environmental matters.

Acting as a key referral entity, Environment Regulation assesses complex development proposals, environmental impact assessments, provides technical advice to decision-makers, and works closely with government agencies to ensure environmental risks and statutory obligations are appropriately considered during planning and approval processes.

Environment Regulation primarily administers the following legislation:

- *Environment Protection Act 1997*
- *Environment Protection Regulation 2005*
- *Water Resources Act 2007*
- *Water Resource Regulation 2007*

- *Lakes Act 1976*
- *Lakes Regulation 2019*
- *Clinical Waste Act 1990*

The Environment Regulation team consists of over 30 officers who provide administrative, technical, and professional skills who support both the statutory functions of the ACT EPA and the broader environmental regulatory responsibilities of the ACT Government. The team undertakes a wide range of functions including environmental licensing and authorisations, compliance monitoring, inspections, investigations, audits, incident response, complaint management, regulatory assessments, enforcement action and environmental reporting. The team works closely with industry, community stakeholders, government agencies and other ESR business units to promote compliance and achieve positive environmental outcomes.

The team is primarily based at the Dickson Office Block on Northbourne Avenue and operates under an activity-based working arrangement. Roles within Environment Regulation involve a combination of office-based and field-based activities, including inspections, investigations, compliance monitoring and engagement with regulated entities and stakeholders.

POSITION PURPOSE

The position manages the administration of the ACT legislation and policies related to contaminated land and hazardous substances. This involves the develop and implementation of Government policy, legislation, technical guidelines, protocols and procedures on the management of contaminated land.

This position will report to the Assistant Director, Environmental Quality team within the EPA.

DUTIES / RESPONSIBILITIES

Under minimal direction, you will:

1. Manage and administer the ACT legislation and policies related to contaminated land and hazardous substances.
2. Develop and implement Government policy, legislation, technical guidelines, protocols and procedures on the management of contaminated land.
3. Represent the agency and Government at meetings and forums on the management of contaminated land and hazardous substances in the ACT.
4. Liaise with and provide high level professional advice and services to Government including the Commonwealth, industry and the public on hazardous substances and contaminated land management in the ACT and its Territories.
5. Develop and maintain a Geographic Information System and database for contaminated sites.
6. Keep informed about developments in the field of environmental management relating to hazardous substances and contaminated land management.
7. Perform the functions and duties of an officer authorised under legislation administered by Environment Protection.
8. Perform other duties as required.

ACT Government

SELECTION CRITERIA

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

- Extensive knowledge of, and experience with, the management of land contamination and hazardous substances.
- Demonstrated ability to undertake research and analysis into the impacts of hazardous substances on air, soil and water quality relating to human health and the environment.
- Ability to demonstrate sound judgment and people, time and project management skills to achieve specific and set outcomes.
- Highly developed oral and written communication skills including the capacity to represent the agency and the Territory.
- Demonstrative knowledge of legislative processes, a working knowledge of the *Environment Protection Act 1997* and the ability to develop and implement policies and legislation.
- Ability to undertake environmental investigations, write reports and assist in prosecutions.
- Demonstrated ability to consistently display commitment and leadership in high quality customer service principles, practices and attributes.
- Awareness and understanding of the principles of Workplace Diversity, Occupational Health and Safety, Participative Workplace Practices and staff training and development.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Current ACT or equivalent Driver's licence.
- Mandatory qualifications in Engineering, Environmental Science, Applied Science or related field are required or extensive relevant experience in the management of contaminated sites and associated hazardous substances and their impacts on the environment.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Contaminated Sites (position number P19288) 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	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation ***The position in an activity based work environment***	Never

ACT Government

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

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	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+	Occasionally
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never

Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment	Occasionally
Working with asbestos	Occasionally
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

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