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Environment, Planning and
Sustainable Development

POSITION DESCRIPTION

Directorate: Environment Planning & Sustainable Development Directorate

Division: Environment

Business Unit: Fire Management Unit / Infrastructure Planning

Position Title: Director, Strategic Trails Review

Position Number: P58816

Classification: Infrastructure Officer 4 (INFR4)

Location: Stromlo depot

Last Reviewed: 4 April 2024

Our Business

The ACT Public Service (ACTPS) operates a one government model built on its core values of respect, innovation, collaboration and integrity. The [Environment, Planning and Sustainable Development Directorate's](#) vision is to shape the ACT's future while acknowledging and respecting our natural environment. This vision, and the objectives that drive our direction are detailed in the [EPSDD 2022-25 Strategic Plan](#).

Our responsibilities include policies and programs ranging from climate change, energy, nature conservation, environment protection, strategic and statutory planning, development approvals, building and land management through to heritage and water. The Directorate includes the ACT Parks and Conservation Service which manages nature reserves, national parks, commercial softwood forests and rural lands to ensure Canberra provides open and safe spaces for its community. The Directorate also provides corporate and governance support for our broader portfolio which includes the Suburban Land Agency and the City Renewal Authority.

Our Workforce

We are committed to attracting and retaining people with the skills, knowledge, and behaviours that will ensure we can deliver our [Strategic Plan's](#) vision, objectives and strategic indicators. We welcome creative thinkers who can communicate with candour, clarity and respect and have the focus and dedication to help lead projects from conception through to delivery. Our purpose together is to plan and sustain our natural and built environments and make the ACT a place of choice today and into the future. We aim to be informed, connected, adaptive and innovative in everything we do.

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DIVISION OVERVIEW

What we do

The Australian Capital Territory is Australia's Bush Capital. Its natural environment is both beautiful 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.

The Environment Planning and Sustainable Development Directorate (EPSDD) has nature conservation legislation, strategies, programs and public information in place to help conserve this 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.

THE TEAM YOU WILL WORK IN

The Parks and Conservation Service (PCS) is a branch of the Environment, Heritage and Water Division within EPSDD with responsibility for the management of about 70% of the ACT including Nature Reserves, National Parks, commercial softwood forests and rural lands.

This position sits within the Fire Management Unit within the ACT Parks and Conservation Service (PCS). The section is responsible for the planning and delivery of bushfire mitigation and preparedness activities such as the current reviews of the Regional Bushfire Management Plan (RFMP) and Bushfire Operation Plan (BOP) to support delivery of the Strategic Bushfire Management Plan, management of the ACT fire trail network on public lands and commercial

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forestry operations. An essential and expanding part of the work undertaken by the unit is the incorporation across the landscape of Ngunnawal cultural burning and ecological burning.

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.

[Click here](#) for further information about bushfire management in the ACT Parks and Conservation Service.

DUTIES / RESPONSIBILITIES

PCS manages an unsealed road network covering approximately 3800km through a variety of managed lands including wilderness area, national park, designated catchment, nature reserves, special purpose reserves and commercial plantations. In addition, PCS undertakes roading works on TCCS managed lands as part of the EPSDD and TCCS Bushfire Operations Plan (BOP).

These roads are used for a variety of reasons including response to bushfires and other emergencies, general land management functions and a range of recreational pursuits including walking and cycling to high impact car rallies. They provide access to critical infrastructure including Canberra's water supply, electricity distribution networks, air services and communications infrastructure. In addition, they provide strategic bushfire control lines and are utilised in planned burning operations as well as unplanned wildfires.

The position will be responsible for delivering a comprehensive asset management plan for the ACT Parks and Conservation Service Management trail network, developing a ten year capital funding program and establishing a functional unit to deliver the asset management plan.

You will also prioritise the review and update of management trail standards to align with statutory, policy and operational demands

WHAT YOU WILL DO

- Apply advanced knowledge of legislative frameworks, regulations and standards, evidence-based decision-making processes, guidelines and policies in the context of an infrastructure asset management related technical field and project management.
- Provide strategic direction and leadership involving a diverse program or portfolio characterised by the highest levels of complexity, budget and risk.
- Be accountable for program development and planning, including resource negotiation, implementation, effectiveness review, and the application of professional standards and quality assurance practices.
- Identify opportunities to work collaboratively to improve service outcomes and overcome barriers. Actively build sustainable relationships with internal and external stakeholders. Represent and negotiate on behalf of the business unit to advance its interests, including in



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cross-agency, inter-jurisdictional and other forums, and with business representatives and community groups.

- Identify external factors affecting (or having the potential to affect) the work of the area, including emerging political, social, environmental and stakeholder issues/trends. Develop contingency plans to mitigate risks to deliver priority outcomes.
- Undertake complex analysis in identifying strategic direction/actions for the business, alternative options to resolve complex problems, and devise innovative and effective solutions to complex matters which have substantial strategic impact for Government.
- Be accountable for compliance with procurement, contract management/administration and financial/budget frameworks. Ensure the allocation of resources optimises the efficiency and effectiveness of activities and functions.
- Model and promote the ACT Government Signature values, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.
- This position may require direct supervision of staff and managing/overseeing the allocation of work, team performance and day-to-day operations.

SELECTION CRITERIA

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

- Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or
- Hold a relevant building degree; or
- Have significant building or Infrastructure knowledge and/or project and contract management experience.

Behavioural Capabilities

- **Service Delivery** – provide high quality service in accordance with contracts, standards and procedures, program outcomes, and community/stakeholder needs. High level representational skills and capability to take responsibility for outcomes and make changes to service delivery to achieve agreed outcomes. Makes final decisions on issues that may have a direct and significant impact on the day-to-day operations of the work area, elsewhere within the organisation, in other work units across the ACTPS, and in the

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community; on the outcome of the program or project. Advice and recommendations are authoritative and normally accepted without significant change.

- **Interpersonal Skills & Teamwork** – high level interaction / liaison, communication and co-ordination including with other business units, government Directorates, stakeholders, clients, suppliers and the community. High level interpersonal skills to work collaboratively and cooperatively with others to focus on achieving the team’s objectives and achieve the best result for customers and the broader community, whilst complying with ACT policies and procedures. Required to represent and negotiate on behalf of the organisation, including on significant, complex or contentious matters, often to finality.
 - **Thinking and Innovating** – flexible decision-making based on effective evaluation of options to resolve novel problems. Flexible decision-making when priorities may change. Adoption of quality management system principles to provide a continual improvement approach to further optimise efficiency and effectiveness of programs. Takes responsibility for judgements related to relationship and technical matters. Some activities are likely to be covered by procedures, but in others reliance is on theoretical and technical knowledge to interpret procedures or choose a course of action within organisational policy.
1. Demonstrated advanced leadership and management skills, including extensive experience in leading and managing complex professional and operationally based teams.
 2. Experience influencing and developing evidence-based strategies, policies, priorities and operational practices in support of business objectives by exercising high-level decision-making and judgement.
 3. Demonstrated effective leadership and direction of a range of asset maintenance related programs to ensure a focused approach to achieving organisational outcomes linked to established goals, priorities, and objectives.
 4. Demonstrated significant expertise in planning and/or aligning systems and processes to improve performance and outcomes.
 5. Demonstrated strategic planning and decision-making capability concerning long-term plans and priorities for the business and experience building organisational capability and resilience.
 6. Demonstrated understanding and commitment to the ACTPS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

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Compliance Requirements / Qualifications

- Permanent resident of Australia.
- Driver's licence (C-Class) is essential.
- Tertiary qualifications in civil engineering and/or related technical disciplines is highly desirable.
- Relevant industry experience is highly desirable (10 years).
- Procurement, project management/contract management skills are highly desirable.
- This position does require a pre-employment medical.
- This position does not require a Working with Vulnerable People Check.

Contact Officer

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Further Information

For further information about EPSDD including the 2022-2025 Strategic Plan, EPSDD roles and functions, employment conditions, office locations and other related resources, please visit

<http://www.environment.act.gov.au/>

[EPSDD Strategic Plan 2022-25](#)

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director, Strategic Trails Review (position number P58816) 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	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently



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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	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)	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	Occasionally
Sequential repetitive movements in a short amount of time	Never

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



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Frequent travel – interstate	Occasionally
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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