

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: River Restoration Program Officer

Classification: SOGC

Position number: P68621

Division: Climate Change, Energy and Water

Business unit: Office of Water

Location: Dickson and remote

Reports to: Senior Catchment Planner

Date last reviewed: July 2025

Position requirements:

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 and Water 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 the ACT's water security, reduce water pollution and improve the health of waterways, improve information on climate change and waterways, and increase resilience to our changing climate. These activities occur in all sectors including government, nongovernment, 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.

The Division also has policy oversight of the ACT's energy and water sectors, ensuring water, sewerage, 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.

The Division hosts the Office of Water, which aims to preserve and enhance the quality and sustainability of our water resources by providing a central point for the coordination of water management, and single point of contact for government and the community. The Healthy Waterways program, which focuses on solving problems affecting the health of urban waterways and rural rivers, is in the Office of Water.

While our main 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 and water management impact every aspect of society. We are united by our commitment to 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, who have the motivation to drive projects from conception through to delivery and a commitment to building great workplace culture.

What we offer?

- Interesting and fulfilling work in a government environment where you can see the impact you have on the Canberra community.
- A flexible workplace which enables activity-based work in a fun and creative environment, alongside working from home options.
- The opportunity to work with passionate, innovative and experienced leaders who will demonstrate integrity and support you to develop your expertise and be informed, collaborative and innovative.
- A vibrant workplace culture that is collaborative, strategic, courageous, creative, and disciplined.

THE TEAM YOU WILL WORK IN

The Office of Water was established by the ACT Government to facilitate holistic and coordinated policy, planning and program delivery for water resource management within the Territory. For this purpose, the Office is responsible for facilitating cross-directorate collaboration on water management issues, leading on policy and planning for the water sector, undertaking monitoring and reporting to government on the implementation of water plans, policies and strategies, providing the primary point of engagement with the ACT community on water sector issues, and conducting assurance reviews as requested by the Minister for Water. The Office of Water will support Canberra becoming a more climate-resilient and water-secure city. The structure of the Office consists of the following four teams to support its functions and program delivery:

- **Water Policy and Planning Section** is responsible for the ACT's engagement on the National Water Initiative and Murray-Darling Basin water reforms, supports cross-border water management, water governance and is working with the Ngunnawal Traditional Custodians to advance their water interests within the region. It also leads on water resource management issues within the ACT and supports the function of the Environment Protection Authority. The Section is responsible for, but not limited to, implementation of the ACT Water Strategy, integrated water resource planning, water quality policy and water catchment planning.
- **Healthy Waterways Section** provide analytical support for the Office of Water and the Environment and Heritage Group, leads on environmental water planning and evaluation, supports data management and information sharing, and is responsible for delivering on the Healthy Waterways Program, the ACT Government's flagship program for improving water quality in the lakes, ponds and waterways within the Territory. The team is also delivering the Restoring the Upper Murrumbidgee River Program; a five-year, Commonwealth-funded initiative.
- **Water Information Services Section** is the central point of access for Government and the community to access water-related data and information. As such, a key function of the WIH will be to provide discoverability and facilitate access to water-related data and information across Government. Multiple avenues for achieving this exist, including centralised data management, streamlined access to data in other Directorates and co-ordination of information exchange.

- **Water Efficiency Program Section** designs and supports water efficiency initiatives to achieve 6.36 GL of water savings per year in the ACT. The Section coordinates water efficiency initiatives across several Government agencies. The Program is designed to improve the ACT's drought and climate resilience and support the ACT's long term water security.

The position of River Restoration Program Officer will be in the Healthy Waterways Rural Section.

DUTIES / RESPONSIBILITIES

The River Restoration Program Officer will work under the supervision of the Senior Catchment Planner – Healthy Waterways Rural. The Program Officer will be responsible for the planning, coordination, and implementation of the on ground works component of the [‘Restoring the Upper Murrumbidgee River Program’](#). This five year initiative is aimed at improving the health of the river through science and monitoring activities, on-ground river restoration works and increased First Nations and community participation in water management and river health activities.

Tasks may include:

- Undertake program delivery of the ‘Restoring the Upper Murrumbidgee River Program’ including planning, prioritisation, execution, reporting, providing support for the steering committee, communicating with stakeholders and engaging the community.
- Coordinate the design and delivery of on-ground river restoration projects including technical input, managing procurement, contract management, budgeting, approvals and risk management.
- Coordinate events and engagements to raise awareness of upper Murrumbidgee health.
- Establish, develop and maintain positive relationships and communications with external bodies, including government agencies, non-government organisations and community stakeholders.
- Prepare briefings, meeting papers, correspondence, milestone reports and other material in line with ACT and Australian Government requirements.
- Conduct risk assessments and maintain risk registers for a range of public engagement activities associated with the program.
- Provide updates and advice on water resource management issues in the upper Murrumbidgee River, in consultation across ACT Government Directorates, government agencies external to the ACT and other stakeholders as required.
- Ability to work within an Activity Based Working Environment.
- 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.

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.

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

Skills

1. Demonstrated high level oral and written communication skills to effectively engage with the community and other internal and external stakeholders.
2. Well-developed skills in project management, procurement and contract management with a demonstrated ability to work independently and apply work practices for the timely delivery of projects and tasks.
3. Ability to organise and plan work, track project tasks and budget, and manage your time effectively to achieve competing priorities.

Knowledge

4. A strong understanding of catchment management, in particular freshwater ecology, site assessments and stream restoration works.
5. A sound understanding of community engagement and/or volunteer management.

Behaviour

6. Demonstrated ability to consistently display 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.

Qualifications/Requirements

Mandatory:

- An ACT Class C driver's licence or equivalent

Highly Desirable:

- Understanding and experience regarding the issues impacting the health of the upper Murrumbidgee River catchment.
- Tertiary qualifications or equivalent experience in environmental science/freshwater management or a related discipline.
- Experience communicating scientific material to the public including social media, community engagement events and website communications

Other Requirements:

- The selected officer will be expected to travel around the ACT and NSW regions of the upper Murrumbidgee River
- The selected officer can be based in Canberra or within the Upper Murrumbidgee catchment area.

Contact Officer

Woo O'Reilly, Senior Catchment Planner, Office of Water

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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/>

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 EPSDD is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
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	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	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Frequent paid overtime	Never
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)	Frequently
Working in a call centre environment	Never
Working directly with the public	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Frequently

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Never
Reaching	Frequently

Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

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

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	Never
Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
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