

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Environmental Offsets Program Management Officer

Business unit: Environmental Offsets – Planning, Monitoring and Research

Classification: Professional Officer 2 (PO2)

Location: Athllon PCS Depot, Farrer / 480 Northbourne Avenue, Dickson / Flexible

Position number: PN50552

Date last reviewed: 14 May 2026

Division: Parks and Conservation Service

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

Environment, Heritage and Parks (EHP) 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. EHP serves the ACT 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. EHP also has responsibility for Parks and Conservation Services (PCS) in managing the ACT's

conservation estate including Nature Reserves, National Parks, and commercial softwood forests. PCS implements a broad range of natural and cultural resource management programs, both on and off reserve, that support sustainable recreation, wildlife, and heritage outcomes.

Who we are

PCS protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational, commercial, and scientific uses of our parks and reserves, and maintains the aesthetic environmental backdrop to Canberra. 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.

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, including hybrid work from home arrangements and state of the art accommodation enabling activity-based work in a fun and creative environment.

BUSINESS UNIT OVERVIEW

The Environmental Offsets – Planning, Monitoring and Research (Offsets PMR) team sits under the Parks and Partnerships business unit within PCS. It is responsible for delivering commitments linked with development approvals pursuant to the Commonwealth Government *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). Environmental offsets compensate for the impact on Matters of National Environmental Significance (MNES) from development. Environmental offsets are additional land that will be protected from future development and managed to maintain or enhance the MNES in accordance with the EPBC Act. Environmental offset sites also protect other natural and cultural values including locally threatened species and indigenous and historic heritage values.

POSITION PURPOSE

The Environmental Offsets Program Management Officer will be responsible for developing a change management plan to transition current offset administration processes in Offsets PMR to a program management system. This will include review of current processes, analysis of relevant documentation, and engagement with relevant stakeholders to understand how offsets planning and administration occurs (both within Offsets PMR and other parts of PCS), and to identify barriers and solutions to more effective and transparent approaches. This will culminate in a clear set of actions to implement the transition. The Program Management Officer will report to the Director Offsets PMR.

DUTIES / RESPONSIBILITIES

The primary responsibilities for this position are to:

- Design and organise engagement with key stakeholders, including workshop facilitation.
- Analyse and review relevant documentation and current business processes.
- Apply technical expertise in program delivery to investigate and map governance and consultation processes; identify information products to be developed; define delivery milestones (including financial) and timeframes; and identify where efficiencies can be found from internal resources or through external means.
- Develop, present findings and initiate implementation of a change management plan, which will include a clear set of actions and indicative timeframes.
- Maintain records in accordance with the *Territory Records Act 2002*; and ensure that accurate records substantiating all activities are preserved for auditing purposes.
- This position does not involve direct supervision of staff.
- Other duties as required by the Director Offsets PMR.

SELECTION CRITERIA (CAPABILITIES)

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

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

Skills

1. Demonstrated experience developing and/or implementing high-quality change management plans or practices.
2. Demonstrated stakeholder engagement skills, including ability to lead and facilitate discussions to identify and understand complex issues.
3. Highly developed written and oral communication, representational and interpersonal skills, including ability to collaborate with stakeholders on sensitive matters.

Knowledge

4. Demonstrated knowledge of program management systems.

Behaviour

5. Demonstrated ability to work semi-autonomously and as part of a team environment.
6. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Mandatory:

- Tertiary qualifications (or equivalent) in program management, business analysis, natural resource management or other relevant fields.

Other requirements:

- 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.
- This position does not require a Security Clearance.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Environmental Offset Program Management Officer (PN50552) 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	Never
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	Never
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	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)	Never
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	Never
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	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	Never