

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Director – Biodiversity Policy	Location: Hybrid Working Arrangements / Dickson ACT
Classification: Senior Officer Grade B	Reports to: Senior Director, Office of Nature Conservation
Position number: 16011	Date last reviewed: 15/06/26
Division: Environment, Heritage and Parks	Position requirements: Tertiary qualifications in environment or similar fields
Business unit: Office of Nature Conservation	

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

The Environment, Heritage and Parks (EHP) Division delivers the following functions for the ACT government:

- Nature conservation policy, planning and delivery.
- Conservator support and traditional custodian engagement.
- Heritage conservation policy and regulation.

- Environment protection policy.
- Conservation research and evaluation.
- Management of Parks and Reserves.
- Fire and Forest Management.
- Biosecurity policy and delivery.

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 in working to protect Canberra's natural environment.
- 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.

BUSINESS UNIT OVERVIEW

Office of Nature Conservation

The Office of Nature Conservation (ONC) brings together policy, science, and data expertise to accelerate unified thinking and action to respond to the immense conservation challenges facing the ACT. The ONC focuses on an outcomes-based philosophy to guide and inform on-ground conservation efforts undertaken by ACT Parks and Conservation Services, volunteer environmental partners and the community. Through collaboration and engagement with a wide range of internal and external stakeholders, some of the ONC's responsibilities include delivering research, monitoring and evaluation programs focused on ACT biodiversity, threats and management interventions, providing expert advice on a range of ACT Government approval, licensing, operational and planning processes, advising on and implementing threatened species and ecological community recovery plans. While working collaboratively, the collection of experienced ecologists and technical experts in the ONC are organised into thematic teams with responsibilities for leading projects in a particular taxon (e.g. fauna), ecosystem (e.g. aquatic and riparian), process (e.g. fire), or technical (e.g. policy) area.

The **Nature Conservation Policy Section** in the ONC has key responsibilities for policy and legislation relating to nature conservation, fisheries, and implementation of the ACT Nature Conservation Strategy. The Section has a focus on achieving landscape scale biodiversity outcomes across all tenures, developing strategic policies to address current and emerging nature conservation issues, liaison across government and non-government stakeholders to foster collaboration and promote strategic outcomes, and reviewing and reporting on the effectiveness of achievement of these outcomes. The Section also provides secretariat support for the work of the ACT Scientific Committee (a statutory committee established under the *Nature Conservation Act 2014*).

DUTIES / RESPONSIBILITIES

The primary responsibilities of the role are, with a high degree of autonomy and under the broad direction of the Senior Director, ONC, to:

- Lead, manage and directly supervise a small team responsible for the development of nature conservation policy in the ACT, including legislative policy, strategies, plans and supporting documentation (noting responsibilities for water, biosecurity and agriculture policy sit elsewhere in the Division).
- This includes:
 - Delivering high-quality, innovative, prioritised and timely policy/strategic products to support the ACT's legislative obligations and practical needs, reflecting international and national thinking and best practice.
 - Ensuring the provision of high-level policy and strategic advice to senior management, the executive, and the Minister on a broad range of nature conservation issues.
 - Overseeing preparation of high-quality and timely briefs, legal instruments, reports and correspondence.
 - Seeking to integrate consideration of Ngunnawal perspectives, priorities and knowledge into nature conservation policy and planning.
 - Ensuring integration of the policy/statutory planning function with the broader adaptive management cycle (plan, do, review) across ACT Government and community stakeholders.
 - Promoting implementation of plans and strategies, through e.g. commissioning/funding projects, training, outreach, and effective communication.
 - Supporting insightful evaluation of effectiveness of plans and strategies, with sound learning of lessons.
 - Ensuring consultation, collaboration, alignment, and securing of buy-in from other teams within and beyond CED to enhance quality and impact of plans and strategies for nature conservation outcomes.
 - Managing and coordinating a range of business unit planning, reporting and governance activities.
- Contribute to and assist in the planning and development of new EHW strategic programs for nature conservation (threatened species, restoration, and bogs and fens).
- Undertake high level communication, negotiation, representation, and liaison, and develop and maintain positive relationships, across ACT Government directorates, with the state/territory and Commonwealth governments, and other key stakeholders.
- Contribute to strategic planning and management for the branch.
- 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.
- Maintain records in accordance with the *Territory Records Act 2002*.
- Work within an Activity Based Working Environment.

SELECTION CRITERIA (CAPABILITIES)

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

Skills

1. Demonstrated high-level independent strategic thinking and analytical skills, in the context of nature conservation-related policy development and/or strategic program development, to enable and drive achievement of impact and outcomes
2. Ability to communicate accurately, concisely and persuasively in written and verbal form for high level purposes such as briefs, reports, Ministerials, budget bids and legislative documents
3. Demonstrated skills in engaging with, building relationships with, and securing buy-in from diverse stakeholders
4. Demonstrated ability to manage budgets, and workplans to deliver within specified deadlines while effectively understanding, anticipating and managing competing priorities
5. Proven ability to manage harmonious and productive teams, support staff wellbeing, and contribute to a positive team culture.

Knowledge

6. Nature conservation policy issues, processes and legislative frameworks relevant to the ACT context
7. Understanding of key conceptual frameworks required for strategic policy development, such as the role of systems thinking in policy problem definition and solution design, Theory of Change approaches, and high-level evaluation frameworks.

Behaviours

8. Demonstrated ability to add value to the team, Division, CED and ACT Government based on the ACT Government Signature Values and Behaviours and the Directorate culture as described in the Division Overview.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Mandatory:

- Tertiary qualifications in environmental policy, environmental science, natural resource management, public policy, or related disciplines.

Highly Desirable:

- Postgraduate qualifications in environmental policy, environmental science, natural resource management, public policy, or related disciplines;
- Knowledge of ACT or similar ecosystems and environmental management issues;
- Three years senior level experience in government or other complex institutional environment related to nature conservation/biodiversity, driving policy and/or strategic processes.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director – Biodiversity Policy (position number 16011) 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	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation <i>The position in an activity based work environment</i>	Never

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	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)	Occasionally
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	Never
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	Occasionally

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	Never
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never