CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Pest Animal Officer

Classification: Technical Officer Grade 3

Position number: 63182

Division: Environment and Planning

Business unit: ACT Parks and Conservation Service

Location: Stromlo

Reports to: Program Coordinator

Date last reviewed: October 2026

Position requirements: WWVP, AQF3 accreditation, Current manual driver's license, with 4WD experience. Able and willing to undertake after hours and incident management duties.

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 ACT Parks and Conservation Service (PCS) is a branch of the Environment, Heritage and Parks Group with responsibility for management of our parks, reserves, and commercial forests. It protects and conserves the natural and cultural resources of the ACT, promotes appropriate recreational, educational, and scientific uses of our parks and reserves, and maintains the aesthetic environmental backdrop to Canberra. In addition, PCS manages a commercial forestry estate on behalf of the ACT Government providing a broad recreation facility, carbon capture and an economic return for the ACT community.

BUSINESS UNIT OVERVIEW

ACT Parks and Conservation Service includes the Operations Coordination and Planning Section which comprises reserve management planning, capital works planning and delivery, operations coordination, Invasive Plants and Plant Pest, Invasive Animals and Overabundant Wildlife and supports administrative coordination across the park's estate.

The purpose of the Operations Coordination and Planning Section team is to support an integrated "One Parks Service" approach across a diverse and distributed workforce. The section provides a central point of coordination and streamlines engagement with the corporate support services of the Directorate.

The Invasive Animals and Overabundant Wildlife team is responsible for supporting and delivering key programs designed to mitigate the impact of vertebrate pest animals and overabundant wildlife within ACT Parks and Reserves and on some public lands. The team work collaboratively across Government and with rural landholders to deliver an integrated and nil tenure approach.

POSITION PURPOSE

The Pest Animal Officer is responsible for coordinating and delivering the ACT rabbit management program across multiple land tenures. The role coordinates mapping, site prioritisation, control operations, stakeholder engagement and program reporting. The role works collaboratively with public and private land managers, government agencies, contractors and community stakeholders to achieve coordinated rabbit management outcomes in priority areas.

The position provides technical advice and operational support to land managers and stakeholders and contributes to the protection of biodiversity, agricultural productivity and community assets through the effective management of rabbit impacts.

The role also supports the delivery of other vertebrate pest and overabundant wildlife management programs as required.

DUTIES / RESPONSIBILITIES

1. Coordinate delivery of rabbit management activities, including mapping, site prioritisation, control operations, stakeholder engagement and program reporting, and support the delivery of other vertebrate pest and overabundant wildlife management programs.
2. Provide technical advice and operational support to ACT government staff and rural landholders in the implementation of pest animal and overabundant wildlife management programs.
3. Contribute to and participate in incident planning and control duties on an as needs basis during delivery of management programs
4. Maintain facilities and equipment associated with management programs, handle, use and issue restricted chemicals.
5. Provide administrative support to the Program Coordinator including record management (in accordance with the Territory Records Act 2002) and data analysis associated with pest animal and overabundant wildlife management programs.
6. Undertake community engagement activities and liaise with other government agencies, rural landholders and other stakeholders
7. This position may involve direct supervision of staff and/or contractors as required, relevant to the position.
8. Willingness to undertake fire related duties, including fire suppression and prescribed burns, and if trained will be included as part of a fire resource roster over the ACT declared bushfire season.

SELECTION CRITERIA (CAPABILITIES)

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

1. Demonstrated experience in coordinating the planning, delivery and evaluation of rabbit management, pest animal or natural resource management programs.
2. Working knowledge of relevant legislation, Standard Operating Procedures, Codes of Practice and safe operating procedures relevant to rabbit, vertebrate pest and wildlife management programs.
3. Demonstrated experience in maintaining accurate electronic records and working with spatial data.

4. Well-developed communication (oral and written), negotiation and conflict resolution skills and demonstrated capacity to interact well with the rural community and other land managers to achieve collaborative outcomes.

5. 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.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Mandatory:

- Be prepared to wear a uniform
- Able and willing to undertake after hours and incident management duties;
- Current Working with Vulnerable People Check;
- Current class C manual driver's license, with 4WD experience;
- Chemical application AQF3 accreditation (or ability to obtain)

Highly Desirable:

- Prior experience in implementing pest management programs
- Restricted Pesticide Handling Course (NSW DPI), or equivalent
- Tertiary qualification (diploma or degree) in environmental management or equivalent

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Pest Animal Officer (position number PN63182) 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 ***The position in an activity-based work environment***	Frequently

STANDARD HOURS	**FREQUENCY**
Flexible working hours (access to flex time)	Frequently

Fixed or specified start/finish times	Frequently
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	Occasionally

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

MANUAL HANDLING	**FREQUENCY**
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Occasionally
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Never

TRAVEL	**FREQUENCY**
Frequent travel – multiple work sites	Occasionally
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	Frequently
Working with asbestos	Never

Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Frequently

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