CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director - Business Management

Classification: Senior Officer Grade C

Position number: P54119

Division: Environment, Heritage and Parks

Business unit: Group Business Planning & Coordination (GBPC)

Location: Hybrid Working Arrangements / 480 Northbourne Avenue, Dickson, ACT

Reports to: Senior Director, Group Business Planning & Coordination (GBPC)

Date last reviewed: 01/10/26

Positon requirements: N/A

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 Environment, Heritage and Parks Group (EHP) is responsible for building resilience in the landscape, preserving the ACT's heritage, and achieving long-term nature conservation outcomes. We aim to lead the Territory through promoting liveability and wellness, and ensuring sustainability. The Division develops, administers and oversees implementation of several key environmental and conservation strategies, policies and plans to support the environment and industry. We deliver the following functions:

- Planning and policy for natural resource management
- Biodiversity conservation
- Biosecurity policy and delivery
- Agricultural policy and delivery
- Heritage conservation
- Environment protection
- Rural services and agriculture
- Park and conservation services
- Fire and forest management
- Research, monitoring and provision of science advice for conservation.

Environment, Heritage and Parks also supports ACT NRM and ACT Heritage.

Who we are

EHP consists of seven (07) branches with around 350 staff. 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.
- A flexible workplace including hybrid work from home arrangements and state of the art accommodation enabling activity-based work.
- We support flexible work arrangements including working from home through a hybrid approach.

BUSINESS UNIT OVERVIEW

The Group Business Planning & Coordination Branch (GBPC) is one of the seven (7) branches within EHP. The GBPC Branch is a small and highly collaborative team that delivers the important coordination and reporting functions of the Environment, Heritage and Parks Group (EHP). In supporting the EHP's Executive Group Manager, GBPC coordinates, administers and delivers effective corporate and business management functions across the EHP. This unit has strong collaborative links with Senior Directors, Managers and Administration staff across the EHP. The GBPC Branch also works collaboratively with the Directorate's corporate groups.

Key functions include:

- Strategic Planning
- Business Governance
- Business Process Improvement
- Budget & Finance
- Ministerial & Government Business
- Communications
- Risk Management
- People, Capability & Culture
- Annual Reports
- Work Health & Safety

POSITION OVERVIEW

Working as part of the Team in the EHP and under limited direction, the Assistant Director - Business Management will provide strong leadership in coordinating, administering and delivering effective corporate and business management functions across the EHP. The successful applicant will need to develop adequate collaborative links with Senior Directors, CED HR, CED ICT Service Desk and the Administration staff across the EHP. The position involves working in the office and from home with flexible work arrangements as agreed by Senior Director (Business Manager), GBPC.

DUTIES / RESPONSIBILITIES

The Assistant Director – Business Management will support the Senior Director - Business Manager in meeting the Business Support Unit's priority objectives in delivering business support outputs and outcomes for Environment, Heritage and Parks Group (EHP). The Assistant Director – Business Management will work under limited direction and collaborate with colleagues across the Portfolio and Directorate to meet their work objectives. The duties and responsibilities of the position include but are not limited to:

- Apply strong management, coordination and communication skills and knowledge to lead the development and delivery of business planning processes, procedures, and tools to support the operations of the EHP.
- Organise and prioritise own workload as well as reporting staff, helping colleagues and other officers within EHP as required.
- Analyse Excel data to generate trends and update existing reports, business tools and identifying further opportunities for process improvements.

- Identify issues, risks and benefits of existing and proposed solutions and outlining business impacts.
- Present simplified information that deciphers technical jargon, so it is easily understood by staff across the whole EHP.
- Support the development of business transition initiatives and help to establish change management procedures.
- An ability to work within an Activity Based Working (ABW) Environment and, in a hybrid, working arrangement.
- Provide a range of high-level confidential administrative support functions including maintaining records in accordance with the Territory Records Act 2002 and other duties as required.
- 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.
- This position may involve direct supervision of a staff.

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the selection criteria below and the ACTPS Shared Capability Framework.

Your suitability for this position will be assessed based on your **skills**, **knowledge** and **behaviour** in relation to selection criteria below**. Please refer to the advertising materials for information on how to apply.**

Skills

- Strong management and analytical skills that could be applied in an organisational planning and performance and business development context.
- Strong organisational skills including a demonstrated ability to apply initiative and make well informed decisions, and coordinate input from multiple areas.

Knowledge

- Sound knowledge of business and information management processes and systems, with an ability to design and implement improvements to business systems, processes and policies.
- High-level skills in the use of the Microsoft Office (Outlook, Excel, Word, PowerPoint, Visio) suite of application, Microsoft Teams, and SharePoint.

Behaviour

- Strong interpersonal, verbal and written communication skills that can be applied across a diverse range of stakeholders and an ability to monitor workflow and set priorities.

- A ‘can do’ attitude and proven ability to work as part of a team and contribute to a positive team culture and demonstrate a willingness to the ACT Government Signature Values and Behaviours.
- 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

Highly Desirable:

- Demonstrated relevant experience in the delivery of Business Support services in the ACTPS and/or tertiary qualification in Business Management would be highly regarded.

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

CONTACT OFFICER

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Visa holders are eligible to apply.

This position does not require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director - Business Management (position number P54119) 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	Occasionally
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Never

Designated workstation ***The position in an activity-based work environment***	Never

STANDARD HOURS	**FREQUENCY**
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
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)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	**FREQUENCY**
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

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

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	Never
Exposure to potentially distressing case material	Never

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