



CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director Planning
(Assessments and Approvals)

Business unit: Fire Management Unit

Location: Stromlo

Classification: SOG C

Reports to: P14638

Position number: P71191

Date last reviewed: June 2026

Division: Environment, Heritage & Parks

Position requirements: WWVP, Drivers
Licence, Fire Fitness

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 & Parks (EHP) Division 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 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. The Parks and Conservation Service (PCS) is a branch of the Environment, Heritage and Water Division within CED with responsibility for the management of about 70% of the ACT including Nature Reserves, National Parks, commercial softwood forests and rural lands.

BUSINESS UNIT OVERVIEW

This position sits within the Fire Management Unit within the ACT Parks and Conservation Service (PCS). The section is responsible for the planning and delivery of bushfire mitigation and preparedness activities such as the current reviews of the Regional Bushfire Management Plan (RFMP) and Bushfire Operation Plan (BOP) to support delivery of the Strategic Bushfire Management Plan, management of the ACT fire trail network on public lands and commercial forestry operations. An essential and expanding part of the work undertaken by the unit is the incorporation across the landscape of Ngunnawal cultural burning and ecological burning.

[Click here](#) for further information about bushfire management in the ACT Parks and Conservation Service.

DUTIES / RESPONSIBILITIES

This position is classified as a “Fire Trained Employee” under the ACT Public Sector Administrative and Related Classifications Enterprise Agreement Enterprise Agreement 2023-2026 (*see footnote for definition*)

- Lead and manage a team responsible for the environmental planning and approval process of a range of land management (including bushfire) activities, consistent with ACT legislation.
- Lead the delivery of assessments and approvals related activities under the EPSDD Bushfire Operations Plan (BOP).
- Provide high level representation and strategic advice on behalf of PCS and establish, develop and maintain positive relationships with key external bodies.
- Provide high level strategic advice and support to the Director – Fire Planning and Senior Director – Fire Management Unit.
- Assist in monitoring the implementation of fire management plans and other section plans to support the operations of the business, to ensure government policy and customer service objectives are met.
- Lead and motivate staff and develop and implement programs associated with workplace diversity, industrial democracy, occupational health and safety and staff development and training.

Note – Under the ACT Public Sector Technical and Other Professional Enterprise Agreement, bushfire related activities, including bushfire suppression and rostered standby, are mandatory components of the position. Any offer of employment to the position will be conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment.

SELECTION CRITERIA (CAPABILITIES)

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. Ability to lead and work as part of a team operating under limited supervision, providing professional leadership and high-level advice to executives.
2. High level technical knowledge of the land planning, conservation and emergency management legislation and policy frameworks and assessment processes in the ACT.
3. Highly developed communication, representational and interpersonal skill, including negotiation and community liaison.

Knowledge

4. Demonstrated experience and understanding of approvals processes for developments, including preparation of briefings, comments on consultant reports, and development approval documentation, with a particular focus on land management and environmental activities such as Environmental Impact Statement (EIS) requirements.

Behaviour

5. A demonstrated understanding and commitment to the principles of inclusive workplace practices (Respect, Equity and Diversity), and workplace health and safety.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Mandatory:

- Tertiary qualifications (Diploma/Degree etc) in Planning, Environmental Science, Natural resource Management, or extensive relevant experience.
- Possess a current ACT Working with Vulnerable People accreditation within 6 weeks of starting the position.
- Possess and maintain a current drivers license.

Highly Desirable:

- A current First Aid Certificate.

CONTACT OFFICER

Tyrone Compton | Assistant Director – Fire Planning (Assessments and Approvals)

tyrone.compton@act.gov.au | 0409 913 569

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of [Assistant Director Planning](#) (position number [P71191](#)) 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	Frequently
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	Occasionally
Rostered shift work	Occasionally

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	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
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	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Occasionally
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	Occasionally