

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Policy Officer

Classification: Administrative Services Officer
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Position number: P12449

Group: Policy, Planning and Built
Environment

Business unit: Strategic Policy and Legislation

Location: Hybrid Working
Arrangements/Dickson, ACT

Reports to: Assistant Director, Policy and
Legislation

Date last reviewed: July 2026

Position requirements: Nil

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.

GROUP OVERVIEW

The Policy, Planning and Built Environment (PPB) Group has been established to bring together a significant portion of CED's strategic and legislative policy functions, to enhance the ACT's



Planning, Land, Housing and Development functions, to establish and align transport and land use planning capability and to consolidate our design policy and review capability.

The PPB Group consists of the following areas:

- Building, Design and Development Branch;
- Homes and Land Supply Branch;
- Strategic Planning, Transport and Policy Branch; and
- Strategic Policy and Legislation Branch.

BUSINESS UNIT OVERVIEW

Strategic Policy and Legislation (SPL) is responsible for strategic policy and legislation development, managing transport-related operational policy and regulation, implementing innovative road safety programs to deliver services to the Canberra community, as well as providing advice and support across the ACT Public Service on cross-government regulatory reform.

Strategic Policy and Legislation comprises five teams:

- The Policy and Legislation team delivers one-off projects across the entire of the Directorate, as prioritised by Government. These are often delivered on behalf of and in collaboration with operational areas.
- The Transport Policy and Regulation team has ongoing policy responsibility for the ACT's road transport legislation and regulation.
- The Road Safety team is dedicated to road safety and outcomes, including the delivery of programs.
- The Legislation Policy team provide policy and statutory interpretation advice, and quality assurance of statutory instruments and associated legislative documentation. This team also develops omnibus bills for minor and technical amendments.
- The Better Regulation Team develops, implements, and coordinates key government regulatory reforms including for the night-time economy.

If you are a passionate policy practitioner who loves collaboratively solving complex problems, and you love Canberra and are keen on making a difference to on-the ground outcomes and improving the liveability of our Nation's Capital then these exciting roles could be just for you.

POSITION PURPOSE

As a Policy Officer you will work in a multidisciplinary team to support a variety of policy, regulation, and legislative projects from inception through to delivery and implementation. You will participate in research, analysis, stakeholder consultation, and drafting of reports, briefs, and other necessary government correspondence. You will always be looking for ways to accelerate projects and broaden their impact, and be able to work with subject matter experts, on-ground

staff, the community, and other stakeholders to co-design solutions. You will contribute to all aspects of scoped and agreed project activities, as well as other duties which contribute to the operation of the Branch. The ideal candidate will be motivated, and outcomes oriented with a strong drive and ability to work collaboratively but also autonomously.

DUTIES / RESPONSIBILITIES

The Policy Officer will:

1. Undertake all aspects of project work including research, analysis, legislation interpretation, stakeholder consultation and project reporting.
2. Undertake work specifically focused on complex policy and legislation development and reform.
3. Draft documents, reports, briefs, correspondence and submissions.
4. Assist in undertaking engagement and consultation with the community and industry stakeholders and across ACT Government.
5. Provide administrative support to a multidisciplinary team working in a high-pressure environment including scheduling, secretariat services, coordination and supporting project leads to deliver policy and legislative outcomes.
6. Actively participate in and contribute to a high performing and multidisciplinary team with an open, trusting, respectful, and collaborative culture and be flexible, adaptable and comfortable with a changing environment.
7. This position does not involve direct supervision of staff.

SELECTION CRITERIA (CAPABILITIES)

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

1. Ability to deliver results within a high performing and multidisciplinary team focussed on project delivery.
2. Knowledge of policy and legislative development approaches and frameworks and demonstrated research and analytical skills.
3. Well-developed communication (oral and written) skills including the ability to develop policy positions and draft professional briefs, submissions and reports.
4. Well-developed interpersonal skills including the ability to communicate with a wide variety of stakeholders to achieve results.

5. Demonstrated organisational skills including the ability to be across multiple projects, manage competing priorities and provide quality administrative and coordination support under limited supervision.
6. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- 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.
- Relevant tertiary qualification (such as law, business, policy, project or change management) or other qualifications and technical experience deemed equivalent, is highly desirable.
- This position does not require a Working with Vulnerable People Check.
- This position does not require a Security Clearance.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role 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	Never
<i>The position in an activity-based work environment</i>	

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	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)	Never
Working outdoors	Never

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	Occasionally

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	Occasionally
Exposure to potentially distressing case material	Occasionally

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