

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director, Design Review and Asset Acceptance

Business unit: Infrastructure Development Delivery

Classification: Infrastructure Officer 3

Location: Dickson

Position number: P13270

Reports to: P15159

Division: City Operations

Date last reviewed: 10/07/2026

Positon requirements: Relevant formal qualifications and experience

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

City Operations Group is comprised of Roads ACT, City Presentation and Infrastructure Development Delivery Branches and is responsible for the delivery of a wide range of services to the community:

- Planning, design and management of programs for the provision of infrastructure and open spaces for the city of Canberra. This includes:

- Management of, use and maintenance of the ACT road network, bridges, footpaths, traffic signals, street lighting and stormwater infrastructure
- Management of, use and maintenance of public open spaces to a high-quality standard, for the citizens of Canberra. Public open spaces includes all city parks, the public realm, the urban forest and lakes and ponds and sporting facilities Transport planning and the Canberra Strategic Transport Model.
- Delivery of Capital Works infrastructure program on behalf of CED asset owners and the coordination of land manager interactions with the planning and delivery of land use Development.

BUSINESS UNIT OVERVIEW

Infrastructure Development Delivery is responsible for the delivery, review and acceptance of CED municipal infrastructure including:

- CED capital works and infrastructure delivery program including for Roads ACT, City Presentation, ACT NoWaste, Transport Canberra, Libraries ACT, Domestic Animal Services and other business units.
- Ensures quality outcomes of Transport and Territory Municipal Services (TTMS) gifted assets for development across the city through design review and asset acceptance.
- Major project interface and coordination for TTMS assets on light rail and major road projects – project scope and performance requirements, design review and acceptance, traffic modelling validation, and asset handover.

Each year the Branch accepts approximately \$90 million worth of CED TTMS assets delivered by private developments or other parts of Government, and delivers a program of capital works and infrastructure initiatives valued at more than \$150 million annually. This includes public realm improvements, driveways, roads, verges, trees, streetlights, active travel infrastructure (footpaths, shared paths, cycleways), stormwater infrastructure and ponds, public transport infrastructure, car parks, bridges, urban open space, playgrounds, shopping centre upgrades, urban renewal, landfill cells, car park improvements, sportsground infrastructure and many other soft and hard assets.

The team are outcomes focused in delivery and acceptance seeking to support the delivery of infrastructure and public realm works that respond to community needs, seeking creative and innovative solutions to support effective delivery. We are a highly engaged and supportive team with a drive to achieve excellence in the delivery of municipal infrastructure for the ACT community. We seek opportunities for collaboration across Government, as well as skills improvement and knowledge sharing across our teams, and with our delivery partners.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, safety, excellence and innovation as well demonstrate the related signature behaviours.

WHAT YOU WILL DO

This position is responsible for the technical review and approval of planning and design submissions to ensure they meet relevant design standards, specifications and codes so that they are safe and

fit for purpose. The position holder is responsible for accepting constructed assets to be handed over to CED.

The primary responsibilities for this position are to:

1. Undertake assessments for a wide range of planning and design submissions and provide technical responses against design standards, codes, guideline and policies within given timeframes. Design elements encompass all CED asset categories and may include geometric road design, traffic control devices, road pavements, stormwater systems, street lighting, active travel, traffic and transport, open space, waste and recycling.
2. Identify non-conforming design submissions and liaise with asset owners and design consultants to negotiate appropriate outcomes.
3. Provide input into the development/enhancement of Engineering Advisory Notes, design standards and technical specifications.
4. Ensure all handover documentation is submitted, stored and/or distributed to Asset Data Integration and the operational areas who will be responsible for the ongoing management and maintenance of the asset. This includes but is not limited to works As Executed drawings, operation and maintenance manuals, warranties, keys and access codes.
5. This position may involve direct supervision of staff.

SELECTION CRITERIA

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

1. Demonstrated technical knowledge and experience in the planning, design, construction of municipal infrastructure assets including medium to complex multi-discipline projects consisting of complex civil public infrastructure assets such as arterial roads and land subdivisions.
2. Demonstrated technical knowledge and understanding of relevant Australian and ACT Standards, Specifications, Guidelines and Codes to assess design submissions or accept civil infrastructure assets and determine expected outcomes for asset owners.
3. Ability to exercise sound judgment and work collaboratively with colleagues to facilitate problem solving and decision making.
4. High-level interpersonal skills especially in areas of written and oral communication, facilitation, liaison, representation and negotiation skills to effectively influence positive outcomes.
5. Demonstrated understanding and commitment to the CED Values framework, workplace respect, equity and diversity framework, workplace health and safety best practice.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Professional / Technical Skills

- Tertiary qualifications in civil engineering/traffic engineering and/or related disciplines with a minimum of 5 years experience .
- Chartered Professional Engineer (CPEng) Membership of Engineers Australia or equivalent professional body is highly desirable.

Behavioural Skills

- **Teamwork, One Service** - I develop shared knowledge and understanding that contributes to effective coordination, improved team performance and enhanced service outcomes.
- **Achieves Results with Integrity, Delivering Results** - I prioritise workload appropriately and establish realistic timeframes for the completion of work and am accountable for my own and the team's performance and achievement of results.

Compliance Requirements / Qualifications

- To be eligible to apply for this role, you must be an Australian citizen. 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.
- Driver's licence C Class is essential.
- General Construction Induction White Card (or ability to obtain one)
- This position does not require a pre-employment medical.
- This position does not require a Working with Vulnerable People Check.

ASSOCIATED RESOURCES

[ACTPS Shared Capability Framework](#); describes the skills, knowledge and behaviour that can universally be expected of every ACT Public Servant at different organisational levels and in every workplace across the service.

[Classification schedules](#); identifies positions as belonging to a category which has common characteristics, the same rate or range of pay, and equivalent work value.

[ACTPS Performance and Development Framework](#); a mechanism to ensure that everyone in the workplace is clear on what is expected of them at work.

WORK ENVIRONMENT DESCRIPTION

The ACT Government will lead by example through good work design and promoting a culture and environment that values, supports and promotes the health, safety and wellbeing of ACTPS employees and, in turn, the ACT community.

As ACT Government employees we all have responsibilities under the *Work Health and Safety Act 2011* to take all reasonably practicable steps to ensure that we do not do anything that creates, or increases, a risk to the health and safety of others.

The following work environment description outlines the inherent requirements of the role of Assistant Director, Design Review and Asset Acceptance (position number P13270) 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.

This position is located in a workplace designated for Activity Based Working (ABW). ABW transforms the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

ADMINISTRATIVE	FREQUENCY
Telephone/Mobile Phone use	Frequently
General computer use/in field technology	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Occasionally

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
Requirement to work 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)	Frequently
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (on roads, paths or nature strips)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
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	Frequently
Frequent travel – driving	Frequently
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 or work sites	Never

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