



CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

Position title: Senior Director

Location: Hybrid Working Arrangements /
Dickson, ACT

Classification: Senior Officer Grade A

Reports to: Executive Branch Manager,
Strategic Policy and Legislation

Position number: P47793

Group: Policy, Planning and Built
Environment

Date last reviewed: July 2026

Business unit: Legislation Policy

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.

BRANCH 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 and active travel 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 Programs comprises five teams:

- The Policy and Legislation team delivers one-off legislative reform of significant policy projects. These are delivered on behalf of and in collaboration with operational areas.
- The Road Transport Legislation team has ongoing policy responsibility for the ACT's road transport legislation and regulation.
- The Road Safety team is dedicated to road safety outcomes, including the delivery of programs.
- The Legislation Policy team provides 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

Each of the teams in SPL are led by a Senior Director. As a Senior Director in SPL you will be a highly motivated and outcomes-focused leader with a proven ability to set a strong direction, think strategically, solve problems, be innovative and achieve results in a complex environment. An understanding of policy, legislation and regulation, and the proven ability to lead teams to deliver end to end projects and/or programs is essential.

DUTIES / RESPONSIBILITIES

The Senior Director will:

1. Lead, motivate and inspire a team responsible for delivery of priority projects or programs.

2. Set strategic direction and provide advice to the CED executive team and Minister on how to achieve Government's priorities and deliver high quality services and program delivery to the community.
3. Maintain a client-service relationship with CED business units and executives, including leading the directorate's instrument clearing house function, to quality assure statutory instruments drafted within the directorate.
4. Where project relevant, represent the Directorate at meetings, negotiations and other forums with internal and external agencies and stakeholders.
5. Foster a culture of collaboration with CED staff and other government agencies to achieve outcomes.
6. Provide strategic advice to the CED executive team and business units to resolve complex policy and legislative problems.
7. Champion consistent, structured, and research-led approaches to development or reformation of complex Policy and legislation.
8. This position involves 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. Demonstrated ability to lead and manage teams to deliver outcomes in a complex environment with competing priorities and tight deadlines.
2. Highly developed written and oral communication skills with a demonstrated ability to convey complex matters in a clear and concise manner to executives and Government.
3. Highly developed ability to exercise a high degree of judgement, including the ability to make decisions under pressure.
4. Extensive experience in stakeholder management with strong abilities to create and maintain relationships across Government and with external stakeholders and drive collaboration and engagement.
5. High-level liaison, representation and negotiation skills including the ability to be influential with stakeholders at all levels.
6. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Relevant tertiary qualification (such as law, innovation, policy, project or change management) or other qualifications and experience deemed equivalent would be beneficial.
- 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.

- This position does not require a Security Clearance.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Director, Legislation Policy 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	Never
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
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	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
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)	Frequently
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	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
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	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Never
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