

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Policy Officer

Location: 480 Northbourne Avenue, Dickson

Classification: ASO6

Reports to: Director, Nature Conservation Policy

Position number: P36228

Date last reviewed: 16 June 2026

Division: Environment, Heritage and Parks

Business unit: Office of Nature Conservation

Position requirements: Please see requirements / qualifications

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

The Environment, Heritage and Parks Division delivers the following services and functions for the ACT government and community:

- Nature conservation policy, planning and delivery.

- Heritage conservation policy and regulation.
- Environment protection policy.
- Catchment management, water policy delivery and water regulation.
- Conservation research and evaluation.
- Management of Parks and Reserves.
- Fire and Forest Management.
- Biosecurity and agriculture policy and delivery; and
- Traditional Custodian Engagement.

The Environment Portfolio also supports ACT Natural Resources Management and ACT Heritage. ACT's natural and cultural environment provides ecosystem services clean air, water and important from an ecological and landscape perspective. It is important we continue to manage and protect our environment both from the nature conservation perspective and through the environment protection activities.

BUSINESS UNIT OVERVIEW

The Office of Nature Conservation (ONC) brings together policy, science, and data expertise to accelerate unified thinking and action to respond to the immense conservation challenges facing the ACT. The ONC focuses on an outcomes-based philosophy to guide and inform on-ground conservation efforts undertaken by ACT Parks and Conservation Services, volunteer environmental partners and the community.

Through collaboration and engagement with a wide range of internal and external stakeholders, some of the ONC's responsibilities include: delivering research and monitoring programs focused on ACT biodiversity, threats and management interventions; providing expert advice on a range of ACT Government approval, operational and planning processes; advising on and implementing threatened species and ecological community recovery plans; fisheries management; spatial mapping and data; developing and administering key environmental and conservation strategies, policies, plans and legislation, including the *Nature Conservation Act 2014*; representing the ACT Government in multiple interjurisdictional and national fora, including the *Environment Protection and Biodiversity Conservation Act 1999* reform process; and providing secretariat support for the ACT Scientific Committee.

The position sits within the Nature Conservation Policy team. This team has key responsibilities for policy and legislation relating to nature conservation, fisheries, and implementation of the ACT Nature Conservation Strategy. The Section has a focus on achieving landscape-scale biodiversity outcomes across public and private land. This includes taking into account key threatening processes such as climate change and urban development on natural systems. The team also provides secretariat support for the work of the ACT Scientific Committee.

DUTIES / RESPONSIBILITIES

The position will drive the development and delivery of *Nature Conservation Act 2014* reforms in the ACT as part of a small team, under the supervision of the Director, Nature Conservation Policy,

and with the broad direction of the Senior Director, Office of Nature Conservation. In addition, policy officers in the branch undertake a range of duties and responsibilities, including:

1. Provide high quality policy, administrative, technical and/ or professional advice.
2. As a member of a team, develop, implement and evaluate relevant policies, plans and/ or programs.
3. Prepare and coordinate the development of correspondence, advice, reports, legislative frameworks and instruments, cabinet submissions, presentations and briefings on policy, technical, and/ or program issues.
4. Represent the ACT Government at meetings and workshops with community, business, industry and government stakeholders.
5. Supervise staff as appropriate and provide technical advice and support to managers as required.
6. 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.
7. Contribute to a culture of continuous improvement and innovation to provide high quality outputs and services to the team, community and other stakeholders.
8. Maintain records in accordance with the *Territory Records Act 2002* and Privacy Principles.

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 and the specific role description in the advertising materials for the position.

Skills

1. Research skills and the ability to develop and implement policies based on sound analysis and evidence.
2. Good oral and written communication skills, including excellent interpersonal skills and a demonstrated ability to work within a team, contribute to a positive team culture, and add value to the team, Division, EPSDD and ACT Government.
3. Communication, negotiation, representation and liaison skills with internal and external stakeholders, with a focus on delivering outcomes for Ministers, stakeholders and customers, as appropriate.
4. Ability to effectively organise, allocate and prioritise tasks and budget to deliver results under time pressure.

Knowledge

5. A strong interest, knowledge and understanding of biodiversity conservation policy issues and legislative frameworks as relevant to the specific role.

Behaviour

6. Demonstrated ability to consistently display commitment to the implementation of the principles of workplace diversity, participative work practices, occupational health and safety, and to maintain records in accordance with the *Territory Records Act 2002*.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Policy Officer 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	Frequently
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	Never
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	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)	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+	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	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