

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Executive Officer

Location: Dickson / Hybrid

Classification: Senior Officer Grade A

Reports to: Deputy Director-General,
Environment, Planning and Policy

Position number: P33922

Date last reviewed: September 2026

Division: Environment, Planning and Policy

Position requirements: Nil

Business unit: Office of the Deputy Director-General

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, Planning and Policy (EPP) stream is responsible for a wide range of policies and/or programs relating to climate change, energy, nature conservation, environment protection,

water, heritage, strategic and statutory planning, development approvals, building, land and urban design.

We play a central role in making Canberra a liveable city and a place of choice to live, through:

- integrated strategic planning, urban design and land investigation;
- well-considered statutory planning;
- development of policy and programs to manage sustainability and climate change;
- programs to improve ACT's water and energy services;
- sound environmental management, land management and conservation; and
- effective management of ACT's parks and reserves.

BUSINESS UNIT OVERVIEW

The Office of the Deputy Director-General (the Office) provides the strategic, operation and administrative backbone that enables the Deputy Director-General (DDG) to lead a complex portfolio delivering planning, environment and heritage services for Canberra.

The Office coordinates the flow of information, issues and priorities across EPP; ensures the DDG is equipped to make timely, informed decisions; manages strategic correspondence, and engagement; and monitors emerging risks and opportunities across a diverse portfolio.

Through integrated support, the Office ensures the DDG's agenda is progressed efficiently, departmental commitments are met, and leadership activities are tightly aligned to government, directorate and community expectations. The Office functions as the central hub that keeps communication clear, priorities on track and the DDG's leadership of the EPP portfolio effective, responsive and well-supported.

POSITION PURPOSE

The Executive Officer (EO) provides strategic advice and support to the DDG and is responsible for leading the Office with the day-to-day business, as well as cultivating and energising the wider Executive Support staff within the EPP portfolio.

The EO is responsible for providing strategic and risk-based advice on directorate and government issues, proactive identification of upcoming issues requiring the DDG's attention, supporting the DDG with addressing priorities and reviewing and preparing correspondence, and government briefing materials.

DUTIES / RESPONSIBILITIES

1. Provide high-quality strategic, business and governance support to enable the DDG to lead the EPP portfolio effectively, applying discretion, sound judgement and a strong understanding of directorate and government priorities.

2. Coordinate and manage the DDG's workflow and agenda, triaging a high volume of complex matters, identifying solutions, and implementing efficient and innovative systems and processes that support timely, high-quality outcomes.
3. Build and sustain strong internal and external relationships to support informed decision-making, facilitate cross-government collaboration and ensure clear, consistent communication of EPP priorities.
4. Lead the Office of the DDG with professionalism and clarity, providing direction, guidance and positive mentorship to the Executive Support Team and broader network.
5. Supervise and develop staff, modelling values-based leadership, fostering an engaged, respectful and high-performing team culture, and building capability to meet evolving organisational needs.
6. Oversee the preparation and quality assurance of strategic correspondence and advice, ensuring briefs, submissions and communications are accurate, coherent and aligned with directorate and government requirements

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 provide high-level strategic and governance advice, anticipate emerging issues and align priorities with directorate and government objectives.
2. Demonstrated ability to manage a high volume of complex work, exercise judgement and implement effective systems and processes that support timely, high-quality outcomes.
3. Proven experience leading, supervising and developing staff, modelling ACTPS values and fostering a respectful, high-performing team culture.
4. Strong communication and interpersonal skills, with the ability to build productive relationships, influence decisions and represent the DDG effectively.
5. Understanding of ACT Public Service governance requirements, with the ability to ensure quality assurance, confidentiality and integrity in all functions.
6. Demonstrated resilience, initiative and professionalism, with a commitment to continuous improvement and ethical leadership.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Strong experience in business administration and/or a similar role will be highly regarded.

- This position does not require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Executive Officer (position number P33922) 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)	Occasionally
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	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	Never

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	Never
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	Occasionally
Exposure to potentially distressing case material	Never

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