



# CITY AND ENVIRONMENT DIRECTORATE (CED)

## POSITION DESCRIPTION

### POSITION DETAILS

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**Position title:** Senior Policy Officer

**Business unit:** Strategic Planning, Transport and Policy Branch

**Classification:** Administrative Services Officer 6

**Location:** Hybrid Working Arrangements / Dickson, ACT

**Position number:** P15469/Several

**Reports to:** Senior Officer Grace C/B/A

**Group:** Policy, Planning and Built Environment Group

**Date last reviewed:** May 2026

**Position requirements:** Nil

### DIRECTORATE OVERVIEW

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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

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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**

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The Strategic Planning, Transport and Policy Branch is responsible for strategic, integrated land use and transport planning to support the Government's commitment to enable 30,000 homes by 2030 and the delivery of the Minister's Statement of Planning Priorities 2025–2028.

The Branch has responsibility for strategic planning policy and advice including delivery of a new Planning and Transport Strategy, supporting increased housing density and diversity in well located areas, through transit-oriented development, and growth in and around centres, and leads delivery of major policy projects including the Southern Gateway and Eastern Broadacre. Initiatives and advice are evidence informed and underpinned by transport modelling and assessment, infrastructure analysis and capacity studies, social infrastructure and employment land analysis, and economic and feasibility analysis.

## **POSITION PURPOSE**

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As a Senior Policy Officer, you will play a key part in supporting the delivery of strategic planning, transport planning and policy projects that support the ACT Government in implementing its priorities, including the [Ministers Statement of Planning Priorities 2025-2028](#).

## **DUTIES / RESPONSIBILITIES**

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Under broad direction, you will undertake a range of duties, which may include:

1. Contribute to the development and delivery of strategic and transport planning projects, policies and programs to support delivery of current ACT Government priorities, as well as develop advice on future policies to achieve good planning and built form design outcomes.
2. Assist in the preparation of supporting graphic material, including maps.
3. Undertake research for the ACT's key planning documents, develop policy options, present findings and prepare recommendations regarding preferred options.

4. Individually and as a member of a team, prepare various written documents including Executive briefs, Ministerial briefs, Cabinet submissions, Government responses, policy positions, technical advice, reports and responses as required.
5. Contribute to project coordination including project scheduling and tracking, provision of secretariat functions, reporting and contract management.
6. Contribute to a positive team working environment, including develop and maintain productive working relationships with key stakeholders by creating a collaborative approach to resolving issues by liaising, coordinating and negotiating.
7. Maintain records in accordance with the *Territory Records Act 2002*.
8. Undertake other duties appropriate to this level of classification which contribute to the work of the team, the Group and the organisation.
9. This position **does not** involve direct supervision of staff.

## **SELECTION CRITERIA (CAPABILITIES)**

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

1. Well-developed communication and interpersonal skills including the ability to assist with the development of policy, legislation and/or other written documentation.
2. Demonstrated research and analytical skills with the ability to consider issues from different perspectives, and gather, collate, and analyse information from various sources.
3. Ability to deliver and operate in a complex and dynamic environment with limited supervision, to work under pressure and within tight timeframes.
4. Demonstrated knowledge of contemporary practice, innovations and directions related to planning and urban development, including strategic and spatial planning, transport planning and urban design.
5. Demonstrated ability to assist in the provision of strategic and transport planning, urban policy advice and project management.
6. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

## **COMPLIANCE REQUIREMENTS / QUALIFICATIONS**

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- Tertiary qualifications and/or relevant industry/professional experience in town/urban planning, transport planning, urban policy, architecture, landscape architecture, urban design, environmental planning, building regulation and policy, unit titles or a related field 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 of [Senior Policy Officer](#) (position number [P15469/Several](#)) 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)	Occasionally
Working outdoors	Never

<b>MANUAL HANDLING</b>	<b>FREQUENCY</b>
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Never
Sequential repetitive movements in a short amount of time	Occasionally

<b>TRAVEL</b>	<b>FREQUENCY</b>
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

<b>SPECIFIC HAZARDS</b>	<b>FREQUENCY</b>
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

<b>OTHER</b>	<b>FREQUENCY</b>
Uniform required	Never
Personal Protective Equipment (PPE) required	Never