

# CITY AND ENVIRONMENT DIRECTORATE (CED)

## POSITION DESCRIPTION

### POSITION DETAILS

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**Position title:** Field Officer

**Location:** Stromlo

**Classification:** GS06

**Reports to:** P09855, Various – Senior Field Officer

**Position number:** P25055, several

**Date last reviewed:** May 2026

**Division:** Environment, Heritage & Parks

**Business unit:** Fire Management Unit

**Position requirements:** WWVP, Manual drivers Licence, Fire Fitness

### 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.

### DIVISION OVERVIEW

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#### What we do

The Environment, Heritage & Parks (EHP) Division has responsibility within the ACT for policy development relating to nature conservation, climate change, waste, heritage, planning, transport



planning, energy, and water, together with regulatory responsibilities for development applications. EHP serves the government to provide the highest possible quality of services to the people of Canberra, with the objective of securing a sustainable future for the ACT and its community. The Parks and Conservation Service (PCS) is a branch of the Environment, Heritage and Water Division within CED with responsibility for the management of about 70% of the ACT including Nature Reserves, National Parks, commercial softwood forests and rural lands.

## **BUSINESS UNIT OVERVIEW**

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This position sits in the Fire Management Unit (FMU) within the ACT Parks and Conservation Service (PCS). The section is responsible for the planning and delivery of bushfire mitigation and preparedness activities, management of the ACT fire trail network on public lands and commercial forestry operations. An essential and expanding part of the work undertaken by the FMU unit is the incorporation across the landscape of both Ngunnawal cultural burning and ecological burning.

[Click here](#) for further information about bushfire management in the ACT Parks and Conservation Service.

## **DUTIES / RESPONSIBILITIES**

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As a Field Officer with the ACT Parks and Conservation Service, you will assist in the protection of biodiversity and implementation of sustainable management practices in ACT's reserves and rural lands consistent with relevant legislation and management plan objectives

FMU Field Officers work a 9 day fortnight, which over a fortnight includes Monday to Friday the first week with the following week to be Monday to Thursday, as well as regular rostered after hours, weekend and public holidays work will be required, particularly during the declared bushfire season.

The primary responsibilities for this position are:

- As a member of a team and under limited supervision, carry out tasks relating to land and / or bushfire management including:
  - operation and maintenance of plant and machinery
  - fuel management activities across the PCS estate including physical removal and prescribed burning;
  - general maintenance
  - fire trail and road maintenance;
  - tree maintenance, pruning and thinning for arboreal/silvicultural management
  - Fuel hazard assessment and other information and data collection
  - pest, feral animal and weed control

- cleaning and litter collection
  - working in remote areas of the ACT
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- Enhance the presentation of public areas and the recreational experience of visitors.
  - Ensure a high standard of safety with all work practices.
  - Perform after hours duties and undertake incident management duties, including participation in fire standby, frontline firefighting duties, search and rescue operations and fire training.

**Note** – Under the ACT Public Sector Infrastructure Services Enterprise Agreement, bushfire related activities, including bushfire suppression and rostered standby, are mandatory components of the position. Any offer of employment to the position will be conditional upon successful completion of a nationally recognised firefighting task-based fitness assessment.

## **SELECTION CRITERIA (CAPABILITIES)**

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Your suitability for this position will be assessed based on your **skills, knowledge** and **behaviour** in relation to the duties/responsibilities listed above.

### **Skills/Knowledge:**

1. Ability to work individually, or as part of a team to deliver bushfire management programs in accordance with ACT bushfire fuel management standards, and perform general maintenance, minor construction and land management activities.
2. Effective oral and written communication and ability to use standard software packages and IT equipment.
3. Ability to operate plant, machinery and hand tools to carry out basic maintenance.

### **Behaviour:**

4. Self-motivation, initiative and ability to work as part of a team or as an individual.
5. Demonstrated ability to consistently display commitment to the implementation of the principles of workplace diversity, participative work practices, workplace health and safety, and compliance with the requirements of the *Territory Records Act 2002*.

## **COMPLIANCE REQUIREMENTS / QUALIFICATIONS**

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Applicants who do not possess nationally recognised qualifications to the equivalent of ACT RFS level of Bushfire fighter, or higher must be prepared and able to attain the qualifications. Full training will be provided to successful applicants.

### ***Mandatory***



- Registration under the *Working with Vulnerable People (Background Checking) Act 2011*.
- Be currently able and prepared to undertake and maintain the Arduous level of the national fire fighting task based assessment (fire fitness)
- Be prepared to wear a uniform and work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an ‘as needs’ basis
- Possess a current manual drivers licence;

This is a physically demanding role, requiring endurance and lifting, carrying, pushing and pulling loads, bending, climbing, and driving a variety of vehicles. Field Officer applicants must meet the requirements of a medical and must pass the national task-based fitness assessment to the arduous level and annually thereafter.

## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Field Officer (position number P25055) 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	Occasionally
General computer use	Occasionally
Extensive keying/data entry	Never
Graphical/analytical based	Occasionally
Sitting at a desk	Occasionally
Standing for long periods	Frequently
Designated workstation	Never
<b><i>The position in an activity based work environment</i></b>	

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Frequently
Access to Accrued Days Off (ADO's)	Frequently
Peaks and troughs	Occasionally
Frequent paid overtime	Frequently
Rostered shift work	Frequently

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

<b>PHYSICAL DEMANDS</b>	<b>FREQUENCY</b>
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Frequently

<b>MANUAL HANDLING</b>	<b>FREQUENCY</b>
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Frequently
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

<b>TRAVEL</b>	<b>FREQUENCY</b>
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Occasionally

<b>SPECIFIC HAZARDS</b>	<b>FREQUENCY</b>
Working at heights	Occasionally
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment	Occasionally
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	Frequently
Personal Protective Equipment (PPE) required	Frequently