

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director,
Development Planning

Classification: Senior Officer Grade C

Position number: P15475

Group: Policy, Planning and Built
Environment Group

Business unit: Building, Design and
Development Branch

Location: Hybrid Working Arrangements /
Dickson, ACT

Reports to: P11891, Senior Director,
Development Planning

Date last reviewed: August 2026

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.

BUSINESS UNIT OVERVIEW

The Building, Design and Development Branch delivers a coordinated approach to safe, high-quality buildings and well-planned development across the ACT. It leads the Government's loose fill asbestos response by maintaining the Affected Residential Premises Register, managing the buyback and demolition program, and ensuring compliance with the Dangerous Substances Act 2004. The branch supports sustainable land development by assessing proposals to ensure new assets meet engineering standards and align with long-term municipal infrastructure needs, while also providing specialist advice on land governance and planning processes. The branch leads ongoing reform of the ACT's planning and development system through changes to the Territory Plan and other planning legislation. It strengthens consumer protection and building performance through policy development, legislative reform, and initiatives that enhance construction quality, energy efficiency, and emissions reduction, and it administers the ACT's building regulatory framework to support a safe and accountable construction sector. The branch also enhances design quality across the built environment by providing design guidance and evidence for planning system improvements, supporting the National Capital Design Review Panel, and managing the Government Architect's consultation responsibilities.

POSITION PURPOSE

The role of Assistant Director within the Development Planning team comprises working in a multi-disciplinary environment to support the preparation and implementation of development related policy, planning and technical advice to advance the ACT Government's land use, transport and city-shaping objectives. While maintaining a key focus on parking policy and management, the role contributes to a broader range of policy and operational matters that influence the planning, servicing and functioning of places across the Territory.

The role provides an important link between strategic planning, asset planning and development assessment, ensuring that policy outcomes are practical, coordinated and aligned with the Territory Plan, transport strategies and broader government priorities. Working collaboratively across government, the position brings together asset owners, planning and policy teams to support integrated planning outcomes, identify infrastructure and servicing considerations, and inform development proposals, land release programs and place-based initiatives.

DUTIES / RESPONSIBILITIES

The primary responsibilities for this position include:

1. Provide policy, planning and technical advice on development proposals, pre-development application planning, Territory Plan implementation, land releases and infrastructure planning, including parking, municipal servicing and land servicing capability considerations.
2. Monitor emerging operational and development policy issues, including parking supply and demand management, municipal servicing requirements and infrastructure constraints, and develop practical solutions that balance strategic objectives, operational needs and community expectations.
3. Identify policy and operational gaps, inconsistencies and emerging risks across planning, servicing and asset management functions, and develop recommendations, frameworks and guidance to improve policy effectiveness and service delivery outcomes. As part of a multidisciplinary team, coordinate parking policy implementation to ensure the effective delivery of the Group's responsibilities and work program.
4. Manage secretariat functions for key parking working groups and committees, including the committee communications with internal and external stakeholders and the timely following up and reporting on actions arising.
5. Represent the Directorate in communications, consultations and liaison with other ACT Directorates, government agencies, forums, community groups and the general public.
6. Undertake other duties appropriate to this level of classification which contribute to the work of the team, the Group and the organisation.
7. This position **does not** involve 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 capacity to provide high-quality advice, align diverse stakeholder interests and priorities, and deliver outcomes with minimal supervision while managing competing demands and tight timeframes.
2. Demonstrated experience in researching, analysing and synthesising complex information to prepare clear, concise and evidence-based briefings, reports and recommendations for managers and senior executives.

3. Demonstrated ability to build and maintain effective stakeholder relationships and work collaboratively with diverse internal and external stakeholders, industry representatives and government business units.
4. Well-developed project management, organisational and communication skills, with the ability to manage competing priorities, deliver quality outcomes and contribute to team objectives.
5. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Hold a relevant professional qualification in appropriate field (e.g. land use planning, geography, urban design, engineering etc) 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 [Assistant Director, Development Planning](#) (position number [P15475](#)) 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

MANUAL HANDLING	FREQUENCY
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

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	Occasionally
Exposure to potentially distressing case material	Never

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