

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Landscape Policy Officer

Location: Dickson / flexible

Classification: AS06

Reports to: Government Landscape Architect, Environment, Planning and Policy

Position number: P72227

Date last reviewed: July 2026

Division: Environment, Planning and Policy

Position requirements:

Business Unit: Office of the Landscape Architect

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.

BUSINESS UNIT OVERVIEW

The Office of the Landscape Architect (OLA) is a new and exciting addition to the ACT Government, established to help shape the long-term future of the ACT's landscapes, from



urban centres and renewal precincts to peri-urban interfaces, rural lands and natural environments. Reporting to the Deputy Director-General, the OLA is supported by a dedicated team that works collaboratively across Environment, Heritage and Parks; Climate Change, Energy and Water; and Planning Policy Divisions.

As Australia's first Office of the Landscape Architect, we have a unique opportunity to influence how the Territory grows, adapts and thrives in the decades ahead. Our work recognises that landscape is more than parks and open space. It is the living framework that connects people, nature, culture and place.

Working across government, industry, academia and the community, we develop practical, evidence-based approaches to landscape planning and delivery. Our work brings together expertise in planning, urban design, ecology, climate adaptation, biodiversity, heritage and public health to create greener, healthier and more resilient places for all Canberrans.

A key focus of the OLA is leading the development and implementation of the ACT Landscape Plan, which will provide a shared vision for the Territory's landscapes and help align planning, climate, biodiversity, heritage and community wellbeing priorities. Through this work, we seek to ensure Canberra's outdoor environments continue to support thriving communities and a high quality of life.

We believe the best outcomes are achieved through collaboration. The OLA values strong partnerships, genuine engagement and co-design with community, industry and First Nations stakeholders. We foster a culture that is inclusive, curious and future-focused, where diverse perspectives are welcomed and innovation is encouraged.

Joining the OLA means becoming part of a small, dedicated team with a big vision, helping create a lasting legacy for the ACT's landscapes and future generations. If you are passionate about creating positive change through landscape, we would love to hear from you.

What we offer

- The opportunity to be part of a pioneering team shaping Canberra's future through landscape-led thinking. Your work will help create more resilient places that benefit communities, biodiversity and future generations.
- A collaborative environment with a small motivated team that values curiosity, inclusion and shared learning, and who encourage you to develop your skills and expertise.
- A flexible workplace (with working from home arrangements currently in place) with brand new, state of the art accommodation enabling activity-based work in a fun and creative environment.

POSITION PURPOSE

The Landscape Policy Officer supports the development and delivery of strategic landscape, biodiversity, living infrastructure and climate adaptation initiatives across the ACT. Reporting to the Senior Landscape Architect, the role contributes to policy development, spatial analysis and mapping, open space design, and research and reporting that informs landscape-scale planning and environmental decision-making.

The position assists in the preparation of maps, policy recommendations and strategic landscape assessments, and contributes to planning and design guidance relating to biodiversity-sensitive urban design, ecological connectivity, tree canopy, landscape permeability and urban heat mitigation.

Working collaboratively with planners, ecologists, policy officers and other government agencies, you will support evidence-based decision-making, the preparation of landscape design strategies and the delivery of government landscape priorities. The role also contributes to data management initiatives, stakeholder engagement, and the preparation of briefing materials, reports and communications.

This is an opportunity to help protect and enhance Canberra's landscape values while supporting climate resilience, biodiversity conservation and sustainable urban development.

The successful applicant will bring spatial planning, design and policy skills. You will be a collaborative thinker who enjoys working across disciplines, combining strategic thinking with attention to detail. You will have a minimum of 5 years experience working in the field of planning and design. If you would like to be part of something new, ambitious and genuinely meaningful, we'd love you to join our team.

DUTIES / RESPONSIBILITIES

In this position, under limited direction, you will

1. Undertake spatial analysis, mapping and data management to support landscape design and planning, conservation and urban development initiatives.
2. Assist in the preparation and implementation of landscape design policies, strategies, planning provisions and guidance relating to landscape values, biodiversity, living infrastructure and climate adaptation.
3. Maintain and analyse environmental, biodiversity, tree canopy, and urban heat datasets to support evidence-based decision-making on issues related to the ACT landscape.
4. Prepare reports, briefing notes, maps, presentations and other documentation to support policy development and government decision-making.
5. Support the delivery of strategic projects, research programs, and project monitoring activities.

6. Liaise with internal and external stakeholders to gather information, provide advice and support the implementation of landscape and environmental planning priorities.
7. To provide strong technical and policy support function to the Senior Landscape Architect and broader Landscape Office.
8. Undertake other tasks to support the work of the Division, as directed,
9. 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.
10. Maintain records in accordance with the Territory Records Act 2002 and Privacy Principles.

SELECTION CRITERIA (CAPABILITIES)

1. *Landscape planning and policy.* You have experience supporting the development of policies, plans or programs that contribute to environmental, landscape design and planning, climate adaptation or sustainability outcomes. You can think strategically and connect policy objectives with practical implementation.
2. *Spatial Analysis and research.* You are familiar with using GIS, spatial datasets and analytical tools to prepare maps, manage data and support evidence-based planning, design and policy outcomes.
3. *Understanding landscapes and environmental systems.* You have an appreciation of how natural systems, biodiversity, living infrastructure and urban development interact across landscapes. You understand the important role that landscape plays in creating healthy, resilient and sustainable communities.
4. *Landscape design.* You are comfortable assessing landscape open space strategies, the creation of design briefs and reviewing landscape concept development.
5. *Communication and Stakeholder Engagement.* Well-developed written and verbal communication skills, including the ability to prepare clear reports, briefing materials and technical information, and work effectively with a range of stakeholders.
6. *Initiative and problem solving.* You are curious, proactive and motivated to learn. You can identify issues, think critically about potential solutions and apply sound judgement when working through complex challenges.
7. *Delivering quality outcomes.* You are organised and reliable, with the ability to manage competing priorities and maintain attention to detail.



8. *Values driven practice.* You demonstrate the ACTPS values of Respect, Integrity, Collaboration and Innovation and contribute to a safe, inclusive and respectful workplace.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Desirable

- Registration or eligibility for registration as a Landscape Architect.
- Experience working within government planning, environmental or climate policy settings.
- Knowledge of ACT planning, environmental and climate change policy frameworks.
- This position **does not** require a Working with Vulnerable People Check.
- This position **does not** require a Security Clearance

FURTHER INFORMATION

Contact Officer

Dr Gweneth Leigh, Government Landscape Architect, Environment, Planning and Policy
Email: Gweneth.Leigh@act.gov.au

For further information about CED, its roles and functions, employment conditions, office locations and other related resources, please visit [City and Environment Directorate - ACT Government](#).

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Landscape Policy Officer (position number P72227) 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

The position in an activity based work environment

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
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	Occasionally
Exposure to potentially distressing case material	Never

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