CITY AND ENVIRONMENT DIRECTORATE (CED) POSITION DESCRIPTION

POSITION DETAILS

Position title: Project Manager/Landscape Architect/Architect

Classification: Infrastructure Officer (IO4)

Position number: P37062

Division: City Operations

Business unit: Infrastructure Development Delivery

Location: Dickson

Reports to: Urban Senior Director

Date last reviewed: 22/09/2026

Positon requirements: Current Driver's Licence

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.

ACT Government

DIVISION OVERVIEW

City Operations Group is comprised of Roads ACT, City Presentation and Infrastructure Development Delivery Branches and is responsible for the delivery of a wide range of services to the community:

- Planning, design and management of programs for the provision of infrastructure and open spaces for the city of Canberra. This includes:
- Management of, use and maintenance of the ACT road network, bridges, footpaths, traffic signals, street lighting and stormwater infrastructure
- Management of, use and maintenance of public open spaces to a high-quality standard, for the citizens of Canberra. Public open spaces includes all city parks, the public realm, the urban forest and lakes and ponds and sporting facilities Transport planning and the Canberra Strategic Transport Model.
- Delivery of Capital Works infrastructure program on behalf of CED asset owners and the coordination of land manager interactions with the planning and delivery of land use Development.

BUSINESS UNIT OVERVIEW

Infrastructure Development Delivery is responsible for the delivery, review and acceptance of CED municipal infrastructure including:

- CED capital works and infrastructure delivery program including for Roads ACT, City Presentation, ACT NoWaste, Transport Canberra, Libraries ACT, Domestic Animal Services and other business units.
- Ensures quality outcomes of Transport and Territory Municipal Services (TTMS) gifted assets for development across the city through design review and asset acceptance.
- Major project interface and coordination for TTMS assets on light rail and major road projects – project scope and performance requirements, design review and acceptance, traffic modelling validation, and asset handover.

Each year the Branch accepts approximately $90 million worth of CED TTMS assets delivered by private developments or other parts of Government, and delivers a program of capital works and infrastructure initiatives valued at more than $150 million annually. This includes public realm improvements, driveways, roads, verges, trees, streetlights, active travel infrastructure (footpaths, shared paths, cycleways), stormwater infrastructure and ponds, public transport infrastructure, car parks, bridges, urban open space, playgrounds, shopping centre upgrades, urban renewal, landfill cells, car park improvements, sportsground infrastructure and many other soft and hard assets.

The team are outcomes focused in delivery and acceptance seeking to support the delivery of infrastructure and public realm works that respond to community needs, seeking creative and innovative solutions to support effective delivery. We are a highly engaged and supportive team with a drive to achieve excellence in the delivery of municipal infrastructure for the ACT community.

We seek opportunities for collaboration across Government, as well as skills improvement and knowledge sharing across our teams, and with our delivery partners.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, safety, excellence and innovation as well demonstrate the related signature behaviours.

WHAT YOU WILL DO

The Project Manager/Landscape Architect/Architect is responsible for the planning, design scope, procurement and execution of key urban and landscape design capital projects for CED.

The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. The role will lead the delivery of simple to complex works projects to deliver great services to the Canberra community.

The primary tasks required to be undertaken include:

- Develop and effectively project manage multiple capital works projects through the engagement of ACT Government delivery agencies, consultancies and /or contractors.

- Develop and maintain positive relationships and communications with stakeholders, both internal to CED, other ACT Government Directorates and importantly with community and relevant stakeholder groups.

- Application of well-developed skills in project management to meet demanding schedules as well as provide professional advice and assistance to other officers and managers within IDD. These skills will include project planning, project budget management and legislative approvals.

- Perform a supervisory and mentoring role to junior officers in the delivery of capital works projects.

SELECTION CRITERIA

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

The following capabilities that are required to perform the duties and responsibilities of the position include:

1. Demonstrated high level of experience in the planning, development and management of works programs using effective project management for medium to large scale landscape and urban design projects to deliver great outcomes.

2. Demonstrated experience in managing a team of landscape and urban design professionals in a project management environment, with proven successful mentoring of junior officers.

3. High level of conceptual, research and analytical skills to provide advice on medium to large scale projects and programs.

4. Highly developed interpersonal skills, especially in the areas of oral and written communications, negotiations, liaison, facilitation and representation skills.

5. A demonstrated understanding of the importance of providing high quality customer service with proven successful results and outcomes.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Professional / Technical Skills

- Hold a relevant professional qualification in Landscape Architecture, Architecture, Urban Design, Planning or Project Management or accreditation with a professional body recognised within Australia; or
- Hold a relevant building degree; or
- Have significant Landscape design/ urban design/ planning or Infrastructure knowledge and/or project management experience.

Behavioural Skills

- Demonstrated understanding and commitment to the CED Values framework, workplace respect, equity and diversity framework, workplace health and safety best practice.

Compliance Requirements /Qualifications

- Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.
- Driver's licence C Class is essential.
- This position is/will be required to have a valid White Card, Silica and Asbestos Awareness certifications.
- This position may require a pre-employment medical.
- This position does not require a Working with Vulnerable People Check.

ASSOCIATED RESOURCES

ACTPS Shared Capability Framework; describes the skills, knowledge and behaviour that can universally be expected of every ACT Public Servant at different organisational levels and in every workplace across the service.

Classification schedules; identifies positions as belonging to a category which has common characteristics, the same rate or range of pay, and equivalent work value.

ACTPS Performance and Development Framework; a mechanism to ensure that everyone in the workplace is clear on what is expected of them at work.

WORK ENVIRONMENT DESCRIPTION

The ACT Government will lead by example through good work design and promoting a culture and environment that values, supports and promotes the health, safety and wellbeing of ACTPS employees and, in turn, the ACT community.

As ACT Government employees we all have responsibilities under the Work Health and Safety Act 2011 to take all reasonably practicable steps to ensure that we do not do anything that creates, or increases, a risk to the health and safety of others.

The following work environment description outlines the inherent requirements of the role of Project Manager/Landscape Architect/Architect (position number P37062) 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.

This position is located in a workplace designated for Activity Based Working (ABW). ABW transforms the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

ADMINISTRATIVE	FREQUENCY
Telephone/Mobile Phone use	Frequently
General computer use/in field technology	Occasionally
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently

Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Occasionally
Peaks and troughs	Occasionally
Requirement to work 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)	Never
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	**FREQUENCY**
Distance walking (on roads, paths or nature strips)	Never
Working outdoors	Occasionally

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

TRAVEL	**FREQUENCY**
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
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 or work sites	Never

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