CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director, Registrations

Classification: SOGC

Position number: P43072

Division: Environment, Heritage and Parks

Business unit: ACT Heritage

Location: Dickson

Reports to: Director, Registrations and Engagement

Date last reviewed: 14 October 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.

DIVISION OVERVIEW

The Environment, Heritage & Parks (EHP) Division delivers the following functions for the ACT government:

- Nature conservation policy, planning and delivery;
- Conservator support and traditional custodian engagement;
- Heritage conservation policy and regulation;
- Environment protection policy;
- Conservation research and evaluation;
- Management of Parks and Reserves;
- Fire and Forest Management; and
- Biosecurity policy and delivery.

BUSINESS UNIT OVERVIEW

ACT Heritage administers the provisions of the *Heritage Act 2004* (the Act) and assists in the recognition, protection, conservation and celebration of the ACT's unique heritage places and objects to ensure their identification, assessment, conservation and promotion for present and future generations. ACT Heritage also coordinates the annual Canberra and Region Heritage Festival and administers the annual funding of the ACT Heritage Grants Program.

ACT Heritage provides administrative and secretariat functions to the ACT Heritage Council and advises the Minister for Heritage.

ACT Heritage also supports heritage property owners and the community with advice, assistance and information, including:

- Heritage registration and how it may affect property;
- The potential impact of development on heritage places and objects;
- The significance of heritage places and objects (natural, Aboriginal and historic); and
- Eligibility for heritage grants and awards.

POSITION PURPOSE

Reporting to the Director, Registrations and Engagement, the Assistant Director, Registrations supports the ACT Heritage Council in exercising its responsibilities under the *Heritage Act 2004* by coordinating heritage nominations and registrations, advising on current listings, and helping identify nomination priorities and registration schedules.

The position has a key administrative function under the *Heritage Act 2004* and *Heritage Regulation 2006*, including supporting registration decisions through the preparation of notifiable instruments, external correspondence, online public notices and other associated statutory tasks. The position is advertised as a full-time, permanent role.

DUTIES / RESPONSIBILITIES

Under limited direction:

1. Coordinate heritage nomination and registration processes related to the ACT Heritage Register in accordance with the *Heritage Act 2004*.
2. Provide high-quality heritage advice to the ACT Heritage Council and ACT Government on nominations, registrations, and heritage significance assessments, supported by sound research and analysis.
3. Support the ACT Heritage Council to administer the *Heritage Act 2004* and *Heritage Regulation 2006*, including preparation of notifiable instruments, external correspondence, online public notices and other associated tasks.
4. Manage heritage registration related issues, including responding to public enquiries, coordinating public consultation processes, and preparing briefs, formal correspondence, reports, procedural and legal documents, and other corporate materials.
5. Contribute to organisational and record-keeping responsibilities, including strategic planning initiatives, data and register management, support of the ACT Heritage Council, and maintaining official records in accordance with the *Territory Records Act 2002*.
6. This position involves direct supervision of 2 Heritage Assessment officers.

SELECTION CRITERIA (CAPABILITIES)

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

Professional / technical skills and knowledge

1. Demonstrated understanding of heritage assessment and statutory decision-making, including researching and analysing historical, archaeological and cultural evidence; assessing heritage significance and physical condition; and providing clear, well-founded advice and recommendations on complex heritage matters.
2. Strong written, oral and interpersonal communication skills, including the ability to prepare clear, accurate and well-structured advice, reports and statutory documentation to support decision-making, consultation processes and public communications on heritage matters.
3. Proven administrative and organisational skills, including the ability to plan and schedule work, prioritise competing demands, manage workloads effectively and meet deadlines in a changing and time-pressured environment.
4. Proven leadership and people management capability, including supervising and mentoring staff, building professional capability, and leading teams to deliver high-quality outcomes consistent with organisational objectives and statutory requirements.

Behavioural capabilities

5. Demonstrated ability to work effectively under pressure with limited direction, showing initiative and sound judgement while managing competing priorities independently and as part of a small team.
6. Well developed conceptual, analytical and problem-solving skills, including the ability to think strategically, assess complex issues, consider risks, and develop practical and defensible solutions within legislative and policy frameworks.
7. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Experience leading and managing teams responsible for administration of legislation.
- Knowledge and experience in assessing heritage nominations against statutory criteria for heritage significance is highly desirable.
- Skills, experience and qualifications in a heritage related field are highly desirable. Heritage related fields include cultural heritage management, archaeology, architecture, history, landscape architecture, cultural geography and conservation management.
- 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.
- 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, Registrations, ACT Heritage (position number P43072) 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	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation ***The position in an activity based work environment***	Never

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	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)	Frequently
Working in a call centre environment	Never
Working directly with the public	Frequently

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	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Never
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	Occasionally

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