

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director

Location: Dickson

Classification: SOG C

Reports to: Director (SOG B)

Position number: P58495

Date last reviewed: April 2026

Division: Projects, Data and Improvement

Position requirements: N/A

Business unit: Business Improvement

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. 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

What we do

The Corporate Services Group (the Group) supports all areas of CED to deliver connected and effective services to the ACT community. The Group is responsible for promoting good governance across all operations, safeguarding the safety, health and wellbeing of employees, and managing essential frameworks for people, finance, ICT, legal and governance. In addition, it drives continuous process improvements and provides vital support to our ministers, enabling them to deliver on strategic priorities.



These responsibilities are carried out through two divisions within the Group: the Chief Operating Officer (COO) Division oversees operational efficiency and service delivery; and the Strategic Finance Division manages financial planning and accountability to ensure resources are allocated effectively.

The COO Division is a fast-paced work environment with direct responsibility for: communications, engagement and media; governance, ministerial and coordination; people, safety and culture; and data, projects and business improvement.

The **Data, Projects and Improvement Branch** enables strategic, data-driven and customer-centred transformation across CED. It provides the capability, governance and tools required to manage key projects reliably and transparently, build and steward high-quality data and insights, drive continuous improvement, innovation and automation, and ensure benefits are realised and embedded in business operations.

Who we are

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive and engage on projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?" and "what could be done better?"

What we offer

- Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.
- The opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise.
- A flexible workplace with brand new, state of the art accommodation enabling activity-based work in a fun and creative environment.

BUSINESS UNIT OVERVIEW

The Business Improvement team plays an important role in providing a centralised capability to identify problems, develop and prioritise solutions. The team manages a wide-ranging program identifying opportunities across service, system, process, financial and legislative settings to support CED and its workforce now and in the future.

POSITION PURPOSE

As an Assistant Director you will provide leadership to, and day-to-day management of, the team to deliver a program of works that will assist CED to operate in a sustainable way while still achieving its core outcomes and objectives. You will have the opportunity to innovate and make contributions to the service delivery and regulatory landscape in the ACT, and support reforms to ensure Canberra is a safe and liveable city.

DUTIES / RESPONSIBILITIES

As an Assistant Director you will operate with a degree of independence and participate in the leadership of the business area. You will be an integral part of the management and delivery of a program of works. You will also fulfil other roles as required, which might require management of projects or people

The Assistant Director will be responsible for:

- Managing day-to-day operations of the team, including leading on complex issues and projects to deliver timely advice and solutions;
- Ensuring and applying critical analysis to a range of subjects and maintaining appropriate project and record keeping practices;
- Preparing reports, briefs and correspondence (both verbal and written) in relation to the program of works;
- Liaising and working closely across a range of CED business areas and stakeholders to deliver outcomes;
- Supporting the administration of the business improvement program, including fulfilling secretariat duties;
- Exercising sound judgement and decision making, including for the efficient management of workloads and priorities;
- This position may involve direct supervision of a small team and will involve work across a range of branches across the Directorate; and
- Modelling Activity Based Working behaviour, understanding and working 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.

SELECTION CRITERIA (CAPABILITIES)

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

Skills – the skills you have, based on your qualifications and previous experience, to fulfil the duties/responsibilities of the role:

1. Ability to motivate and lead a small team effectively within an Activity Based Working environment, including remote supervision.
2. Experience in research, business or operational analysis and/or project management, leading delivery within time, cost and scope.
3. Demonstrated ability to lead on complex issues and projects, with a proven ability to innovate and problem solve.
4. Proven ability to communicate with influence, provide advice and prepare written documentation to a high standard.

Knowledge – the knowledge you have, based on your qualification and experience, that will enable you to perform the duties/responsibilities of the role to a high standard:

5. Demonstrated understanding and application of project and risk management concepts, methodologies and management tools.

Behaviour – how well you will fit into the team, Branch, CED and ACT Government based on the ACT Government Signature Values and Behaviours and the Culture described in the Directorate and Division Overview

6. Demonstrated ability to build and maintain professional relationships.
7. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

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.
- This position **does not** requires a pre-employment medical.
- 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 (position number P58459) 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	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Never
<i>The position in an activity based work environment</i>	
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	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	Never
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	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
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	Occasionally
OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally