

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Director	Location: Hybrid Working Arrangements / Dickson, ACT
Classification: Senior Office Grade B	
Position number/s: P36548 / Several	Reports to: Senior Director, Better Regulation team
Group: Policy, Planning and Built Environment	Date last reviewed: July 2026
Business unit: Strategic Policy and Legislation	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

Strategic Policy and Legislation (SPL) is responsible for strategic policy and legislation development, managing transport-related operational policy and regulation, implementing innovative road safety and active travel programs to deliver services to the Canberra community, as well as providing advice and support across the ACT Public Service on cross-government regulatory reform. Strategic Policy and Programs comprises five teams:

- The Policy and Legislation team delivers one-off projects across the entire of the Directorate, as prioritised by Government. These are often delivered on behalf of and in collaboration with operational areas.
- The Road Transport Legislation team has ongoing policy responsibility for the ACT's road transport legislation and regulation.
- The Road Safety team is dedicated to road safety and outcomes, including the delivery of programs.
- The Legislation Policy team provide policy and statutory interpretation advice, and quality assurance of statutory instruments and associated legislative documentation. This team also develops omnibus bills for minor and technical amendments.
- The Better Regulation team develops, implements, and coordinates key government regulatory reforms including for the night-time economy.

If you are a passionate Policy practitioner who loves collaboratively solving complex problems, and you love Canberra and are keen on making a difference to on-the ground outcomes and improving the liveability of our Nation's Capital then these exciting roles could be just for you.

POSITION PURPOSE

Each of the teams in SPL are led by a Senior Director, and each have one or more Directors in the team. As a Director in SPL you will be a highly motivated and outcomes focused leader with a proven ability to manage a project through to delivery and implementation. You will have the ability to understand and work within a government policy, legislative and operating context, be

innovative and achieve results. An understanding of policy, legislation, and regulation and the proven ability to lead teams to deliver end to end projects and / or programs is essential.

DUTIES / RESPONSIBILITIES

The Director will:

1. Develop and maintain an expert knowledge base relevant to your team's responsibilities.
2. Lead the delivery of multiple projects, applying consistent and structured approaches to deliver priority projects and programs.
3. Project manage, oversee and coordinate team and project resources to deliver efficiently and on time.
4. Mentor the team, building capability and ensuring consistency in process, delivery, and project quality.
5. Support the Senior Director in providing high-level advice and evidence to Executives.
6. Prepare and oversee preparation of high-quality reports, submissions, high level briefs and correspondence on a number of complex technical policy issues.
7. Where project relevant, support the Senior Director in representing the Directorate at meetings, negotiations and other forums with internal and external agencies and stakeholders.
8. Where project relevant, consult with community and business organisations in relation to strategic policy and legislation issues.
9. This position involves the 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 ability to support and mentor teams, keeping them engaged, motivated, outcome focused and responsive to stakeholder needs.
2. Demonstrated ability to apply knowledge and experience relevant to the position to lead teams to think critically and provide high-quality, strategic policy advice.
3. Well-developed verbal and written communication skills including the ability to convey complex matters in a clear and concise manner to executives and Government.
4. Advanced stakeholder management, liaison and negotiation skills, with the ability to build and maintain effective relationships, drive collaboration across government and with external stakeholders.
5. Demonstrated ability to juggle competing priorities and efficiently manage multiple projects using proven project management methods.

6. 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.
- Relevant tertiary qualification (such as law, economics, innovation, public policy, project or change management) or other qualifications and experience deemed equivalent would be beneficial.
- Experience in the application of legislation, regulation, policy frameworks, procedures, or guidelines would be beneficial.
- Experience in leading procurements and contract management would be beneficial.
- This position does not require a Security Clearance.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of 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	Never
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	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	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

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

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	Never