

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Senior Policy Officer

Classification: ASO 6

Position number: P00332

Division: Environment, Planning, Policy

Business unit: Climate Change, Energy and Waste Policy

Location: Dickson Office Building

Reports to: Assistant Director, Waste Policy

Date last reviewed: 07/09/2026

Position requirements: N/A

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

Climate change, energy, water and waste

The Climate Change, Energy and Water Division ensures the ACT remains a national and global leader in addressing climate change and promoting sustainable energy supply and use. Through

policies and programs including active engagement with the community, we seek to reduce energy use, support renewable energy, promote environmentally sound transport choices, reduce waste and improve its management, improve the ACT's water security, reduce water pollution and improve the health of waterways, improve information on climate change and waterways, and increase resilience to our changing climate. These activities occur in all sectors including government, nongovernment, business, community and households, and contribute to Canberra's growth as a dynamic, sustainable and prosperous city.

BUSINESS UNIT OVERVIEW

The Climate Change, Energy and Waste Policy branch has policy oversight of the ACT's climate and energy sectors ensuring that electricity, gas and liquid fuel supplies. The ACT has some of the lowest electricity prices in the country and very high reliability while also moving quickly towards 100% renewables. Waste and circular economy policies help to inform the transition to a circular economy, with less waste generated.

While our main focus is on the ACT, we also work with national and international governments, organisations and forums to share experiences, cooperate on projects to build scale and provide security for investment in innovative technologies.

We offer

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

POSITION PURPOSE

This role contributes to the ACT Government's ambitious waste management, climate change and circular economy strategic policy framework, which includes:

- *Waste Management and Resource Recovery Act 2016;*
- *Circular Economy Act 2023;*
- *National Waste Policy Action Plan: ACT Implementation Plan 2025;*
- *ACT Waste Management Strategy 2011-2025;*
- *ACT Waste to energy Policy 2020-2025;*
- *ACT Climate Change Strategy 2019-2025.*

The Senior Policy Officer will carry out a wide range of duties to support the Assistant Director, Waste Policy, to deliver the complex and multifaceted projects of the Waste Policy team and

support the broader work of the Branch. The role involves undertaking research, planning and data analysis, and supports the delivery of the waste agenda through policy development and delivery. The role also involves engaging with a range of internal and external stakeholders, developing integrated cross-directorate approaches to sustainable waste management, and managing a range of official processes including submissions to Cabinet or the Commonwealth.

Current projects the team is working on includes:

- implementation of the ACT Circular Economy Strategy and Action Plan 2023-2030
- investigating expanding the ACT Container Deposit Scheme;
- developing a long-term plan to identify and address problematic waste streams including single-use plastics;
- investigating product stewardship legislation for the ACT
- considering future waste needs of the ACT, and
- new projects as required.

DUTIES / RESPONSIBILITIES

1. Support the Assistant Director, Waste Policy to deliver key Waste Policy projects as directed.
2. Undertake research and present information with recommendations for decisions.
3. Draft responses to complex correspondence, inquiries and investigations, analysing opportunities, identifying solutions and coordinating actions identified through government processes.
4. Undertake tasks of a technical nature such as managing papers from working groups and committees, and preparation of papers such as briefings, policy, codes of practice and regulations.
5. Undertake liaison and co-ordination within and across functions, including representing the agency at meetings, conferences and seminars.
6. Assist in other day to day functions of Climate Change, Energy and Waste Policy branch as required.

SELECTION CRITERIA (CAPABILITIES)

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

Skills

1. Demonstrated ability to communicate clearly and concisely, build effective relationships and work collaboratively with internal teams and external stakeholders.
2. Excellent writing skills including a demonstrated ability to present complex and technical information in a simple and clear manner, and tailor written material to different audiences.
3. Demonstrated ability undertaking evidence-based research, and the ability to analyse data and synthesise knowledge to inform strategic outcomes.

Knowledge

4. Demonstrated understanding in developing, informing, guiding and reviewing policy in support of government programs and initiatives and the ability to effectively deliver time sensitive, well-constructed advice.

Behaviours

5. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Tertiary or other qualifications relevant to the position are highly desirable.
- Previous experience in developing policy are highly desirable.
- A Class C driver's licence is useful but not essential.
- 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 pre-employment medical.
- This position does not require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Policy Officer (position number P00332) 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 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	Never
<i>The position in an activity based work environment</i>	

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Never
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	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)	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	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Rarely
Climbing	Rarely
Reaching	Rarely
Bending/squatting	Rarely
Push/pull	Rarely
Sequential repetitive movements in a short amount of time	Rarely

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Rarely

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	Never
Personal Protective Equipment (PPE) required	Occasionally