

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: CAD and Spatial Data Officer

Location: Hybrid Working Arrangements /
Dickson ACT

Classification: Technical Officer 3 (TO3)

Reports to: Spatial Data and Information
Manager (Roads/Civil Assets)

Position number: P18127

Division: City Operations

Date last reviewed: 18/06/2026

Business unit: Infrastructure Planning/ Asset
and Data Integration

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

City Operations comprises Roads ACT, City Presentation, and Infrastructure Delivery branches and is responsible for delivering a wide range of services to the Canberra community.

The Division leads the planning, design, and program management for the provision of infrastructure and public open spaces across the city, including:

- Management, operation, and maintenance of the ACT road network, including roads, bridges, footpaths, traffic signals, street lighting, and stormwater infrastructure
- Management and maintenance of public open spaces to a high standard, including city parks, the public realm, the urban forest, lakes and ponds, and sporting facilities
- Delivery of the Capital Works infrastructure program on behalf of CED asset owners, and coordination of land manager inputs into land use planning and development

BUSINESS UNIT OVERVIEW

Infrastructure Planning delivers core technical asset management functions that guide the planning, prioritisation and governance of City Presentation and Roads ACT assets. This includes leading work to inform funding submissions, with a strong focus on alignment to relevant standards, specifications and technical requirements.

The team is jointly resourced by Roads ACT and City Presentation and operates under an Executive governance model comprising the City Operations Executives.

Key outputs across Infrastructure Planning include the development of funding submissions, preparation of strategic correspondence, and provision of authoritative technical advice to support infrastructure planning outcomes. The branch comprises specialist teams responsible for standards and technical advice, long-term asset planning, capital works prioritisation, and targeted open space and active travel initiatives.

These functions are underpinned by the Asset Data Integration (ADI) unit, which manages and integrates asset and spatial data, delivers geospatial analysis and business intelligence, and ensures data quality and integrity to support compliance, reporting, and evidence-based planning and investment decisions across City Operations.

POSITION PURPOSE

This role ensures the integrity, consistency, and accessibility of the City and Environment Directorates (CED) digital engineering data by governing the quality and compliance of Traffic Control Device (TCD) and Works as Executed (WAE) AutoCAD submissions.

The position contributes to Common Data Environment (CED) outcomes by assessing drawings against established drafting standards, ensuring accurate registration and traceability of submissions, and maintaining the TCD AutoCAD Grid inventory as a reliable, current, and complete dataset.

Additionally, the role supports informed decision-making and whole-of-lifecycle asset management by capturing and maintaining high-quality civil infrastructure spatial asset data

within the TCCS Asset Information Management System, enabling improved planning, operational efficiency, and data-driven service delivery.

DUTIES / RESPONSIBILITIES

Under general guidance, the successful applicant will:

1. Coordinate and validate Traffic Control Device (TCD) and Works as Executed (WAE) submissions via ProjectWise and AutoCAD, ensuring compliance with CED standards and the accuracy, currency, completeness, and consistency of the TCD Grid.
2. Record and maintain asset handover documentation in the CED Common Data Environment (ProjectWise), providing timely advice to stakeholders on TCD and WAE submissions.
3. Maintain and administer the TCD AutoCAD Grid inventory database as the authoritative source of TCD spatial data.
4. Provide authoritative technical advice on the TCD Grid, asset data, and relevant standards to internal stakeholders, consultants, and industry.
5. Deliver training and support to staff on CED asset systems (e.g. ProjectWise, TCD Grid) and provide AutoCAD/GIS data support across CED and other Directorates.

SELECTION CRITERIA (CAPABILITIES)

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

Technical Skills

1. Demonstrated technical capability in the capture, compilation and quality assurance of infrastructure and/or landscape asset data, including the application of relevant standards, AutoCAD drafting practices, and spatial tools (ESRI ArcGIS Pro and Safe Software's FME).
2. Demonstrated experience in capturing, updating and validating CAD data using AutoCAD, and managing spatial data, including transformation, validation and integration across systems.

Knowledge

3. Sound understanding of document and records management principles, including the management of asset information within a Common Data Environment.

Behaviour

4. Well-developed communication (oral and written), liaison and stakeholder engagement skills, including the ability to influence, negotiate and provide clear, authoritative technical advice.
5. Proven ability to work effectively in a small team environment, demonstrating adaptability, strong interpersonal skills and a consistent commitment to delivering high-quality work.
6. Demonstrated understanding of and commitment to ACTPS values and behaviours, including Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Relevant qualifications in engineering, drafting, spatial sciences or a related discipline, or equivalent experience, are desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of CAD and Spatial Data Officer (position number P18127) 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	Occasionally
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
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	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)	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)	Never
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
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	Never
Exposure to potentially distressing case material	Never

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