



CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director

Location: Dickson, ACT

Classification: Senior Officer Grade C

Reports to: Director, Adaptation and Resilience Policy

Position number: PN39277

Date last reviewed: September 2025

Division: Climate Change, Energy and Water

Position requirements: Nil

Business unit: Adaptation and Resilience Policy

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

What we do

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, improve information on climate change and increase resilience to our changing climate. These activities occur in all sectors including government, non-government, business, community and households, and contribute to Canberra's growth as a dynamic, sustainable and prosperous city.

The ACT has adopted world-leading targets to reach net zero greenhouse emissions by 2045 and a comprehensive strategy to address the changes in the climate. We have interim targets along the way, including ensuring the ACT's electricity is entirely based on renewables from 2020.

Knowing that the climate is changing, the government is also focused on ensuring the community is prepared for these changes and the risks they bring and puts in place appropriate strategies to address these risks. While climate change is a key focus of the Division, we also support effective policies and programs to support broader sustainability outcomes in areas such as waste, transport and the built environment.

While climate change and water security are a key focus of the Division, we also support policies and programs to achieve broader sustainability outcomes in areas such as water security, waste, transport, and the built environment.

The Division also has policy oversight of the ACT's energy sector, ensuring electricity, gas and liquid fuel supplies are reliable, sustainable and efficient. The ACT has some of the lowest electricity prices in the country and very high reliability while also moving quickly towards 100% renewables.

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.

Who we are

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We are engineers, scientists, landscape architects, economists, diplomats, social workers, farmers, teachers and many others; our diverse backgrounds reflect the diversity of what we do, and the way climate change impacts on every aspect of society. We are united by our commitment to effectively deliver the government's promise of effective action.

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 projects from conception through to delivery.

What we offer?

- Interesting and fulfilling work in a government environment where you can see the impact you have on the Canberra community.
- Opportunity to work on world-leading, cutting-edge public policy and to contribute to the Government's direction to take action on the global climate emergency, which requires urgent, significant, ongoing and unprecedented action.
- A flexible workplace which enables activity-based work in a fun and creative environment.
- The opportunity to work with passionate, innovative and experienced leaders who will demonstrate integrity and support you to develop your expertise and be informed, collaborative and innovative.

BUSINESS UNIT OVERVIEW

The Adaption and Resilience Policy Team is part of the Climate Change and Energy Policy Branch. It leads and coordinates climate change adaptation policy development and provides information, advice and guidance in support of implementation of climate change adaptation initiatives across government, including in relation to Canberra's urban and built environment, community adaptation and resilience, and the climate readiness of Government services, operations and assets. The team aims to ensure that Canberra and our communities are climate ready and resilient to climate impacts over coming decades.

POSITION PURPOSE

This position, working with and under the supervision and guidance of the Director of Adaptation and Resilience Policy, leads the development, implementation and evaluation of climate adaptation policies and provision of advice, particularly in relation to community adaptation needs with a focus on cohorts most vulnerable to the impact of climate change.

DUTIES / RESPONSIBILITIES

Under limited direction from the Director of Adaptation and Resilience Policy, this Assistant Director policy officer position undertakes a range of duties and responsibilities, including:

1. Contribute to the strategic direction and effective management of the Adaptation and Resilience Policy team and the wider Climate Change, Energy and Water Division.
2. Provide high quality public policy advice on climate adaptation issues.



3. Lead the development, implementation and evaluation of climate change adaptation policies, particularly as they may relate community adaptation needs with a focus on cohorts most vulnerable to the impact of climate change.
4. Prepare and co-ordinate the development of correspondence, advice, reports, legislative instruments, cabinet submissions, presentations and briefings.
5. Work collaboratively with other parts of Government to support achievement of Government priorities.
6. Represent the ACT Government at meetings and workshops with community, business, industry and government counterparts.
7. Support the delivery of team outcomes and provide support to the Director of the Section as required, including through supporting or leading on procurements and management of projects.
8. This position may have responsibility for managing reporting staff.

SELECTION CRITERIA (CAPABILITIES)

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

Skills

1. Ability to think strategically and develop and implement policies and programs based on sound analysis and evidence.
2. Communication, negotiation, representation and liaison skills with internal and external stakeholders.
3. Ability to effectively allocate and prioritise tasks and effectively manage projects and reporting staff.

Behaviour

4. Ability to help others, work as part of a team, including supporting reporting staff, and contribute to a positive team culture.
5. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

Knowledge

6. Understanding of climate change science, climate projections, and adaptation and resilience policy, particularly as it relates to community adaptation needs with a focus on cohorts most vulnerable to the impact of climate change, would be highly regarded but not essential.
7. Experience and/or experience in data analysis, including geospatial analysis, would be highly regarded but not essential.

Your written response of no more than 2 pages should be persuasive with evidence-based examples to **demonstrate** your abilities. The [Applicant Information Kit](#) has further information on providing evidence-



based examples. If you do not have direct experience in some of the areas specific to the position, be sure to outline any skills or areas of knowledge or experience that you feel are transferable to the advertised position.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Tertiary qualification in a relevant field, for example, climate change and/or community climate change adaptation, would be highly regarded but not essential.
- Qualifications and/or experience in project management would be highly regarded but not essential.
- Expertise and/or experience in data analysis, including geospatial analysis, would be highly regarded but not essential.
- 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 Assistant Director (position number P39277) 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	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	Occasionally

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

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
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	Occasionally

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	Never