

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Environment Protection Officer

Location: Dickson/ABW

Classification: Technical Officer Level 3

Reports to: Assistant Director, Environmental Quality

Position number: P01926

Date last reviewed: August 2026

Division: Access Canberra

Business unit: Environment Protection Authority

Position requirements: Class C Driver's Licence

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

At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering a great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to better deliver services.

Access Canberra is unique to the ACT Government; we work across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities and implement new initiatives. We actively engage in a risk and harm approach to compliance across a broad range of industry sectors to build a strong economy, safe community and sustainable environment.

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.

Access Canberra is comprised of people from all backgrounds seeking to help members of the ACT community. Demonstrating our connectedness with our community through inclusion and diversity is key to our vision. 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. We are curious about each other's work and always ask "who else needs to know?".

If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background, we are especially welcoming of your application.

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 Environment Protection Authority (EPA) is the primary environmental regulator for the ACT. Our Mission is to protect and enhance the well-being of the environment and community as the ACT's primary environmental regulator. Our Vision is a sustainable environment for future generations.

The EPA is responsible for a range of environment protection issues including air and water quality, hazardous materials, waste, contaminated sites and environmental noise. We administer the *Environment Protection Act 1997*, *Water Resources Act 2007*, *Clinical Waste Act 1990* and the *Lakes Act 1976*.

The EPA team supports a range of functions to support the EPA's legislative obligations including conducting investigations, responding to complaints, site inspections, issuing authorisations, taking regulatory action, and undertaking compliance audits and reporting.

POSITION PURPOSE

This position will contribute to the effective functioning of the EQ team through a range of professional and administrative tasks with a primary focus on administering environmental authorisation for agricultural and veterinary (Agvet) chemicals.

DUTIES / RESPONSIBILITIES

Under limited direction and as part of a small team, this position is primarily responsible for the following duties:

1. Administer the granting and review of environmental authorisations, in accordance with the *Environment Protection Act 1997* and Regulation 2005, including the commercial use of agricultural chemicals.
2. Carry out inspections to assess the compliance of authorisation holders and businesses with relevant legislation and regulations, including the sale and supply of firewood.
3. Liaise with industry and the community to implement education strategies to encourage the adoption of best environment protection practices.
4. Provide advice on environment protection matters related to the regulation, use and disposal of agricultural and veterinary chemicals and correct wood heater operation.
5. Develop and implement programs related to mitigating air pollution from domestic and industrial sources.
6. Respond to less complex complaints relating to environment protection issues.
7. Perform delegated duties as directed in administering EPA legislation, including maintaining the EPA database, public registers and public notifications procedures.

Note: This position does not involve direct supervision of staff.

SELECTION CRITERIA (CAPABILITIES)

1. Knowledge and experience in the application of technical and practical methods used in the control of pollutants to air, water and land, in particular the control of use and disposal of agricultural and veterinary chemicals.
2. Sound understanding of the relevant legislation requirements, policies and practices that govern the EPA's operations, in particular the Environment Protection Act 1997.
3. Ability to undertake inspections to assess compliance with relevant legislation and prepare compliance documents relating to these matters.
4. Sound interpersonal skills and an ability to communicate well both orally and in writing, including representing the EPA at relevant committees and meetings.
5. Demonstrated ability to work cooperatively as part of a team or individually on projects and perform under minimal supervision.
6. Understanding of, and ability to support and apply government policies including, Participative Work Practises, Workplace Diversity and Occupational Health and Safety.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Other requirements

- Driver's licence, C-Class, is essential for this position.
- Bachelor of Environment or equivalent qualification is desirable, but not essential.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role 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	Occasionally
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	Never
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)	Frequently
Working outdoors	Frequently

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

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Frequently
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
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	Frequently