

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Senior Planning and Design Officer

Classification: Administrative Services Officer 6

Position number: P47112

Group: Policy, Planning and Built Environment Group

Business unit: Building, Design and Development Branch

Location: Hybrid Working Arrangements / Dickson, ACT

Reports to: Senior Officer Grade C

Date last reviewed: August 2026

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

The Building, Design and Development Branch delivers a coordinated approach to safe, high-quality buildings and well-planned development across the ACT. It leads the Government's loose fill asbestos response by maintaining the Affected Residential Premises Register, managing the buyback and demolition program, and ensuring compliance with the Dangerous Substances Act 2004. The branch supports sustainable land development by assessing proposals to ensure new assets meet engineering standards and align with long-term municipal infrastructure needs, while also providing specialist advice on land governance and planning processes. The branch leads ongoing reform of the ACT's planning and development system through changes to the Territory Plan and other planning legislation. It strengthens consumer protection and building performance through policy development, legislative reform, and initiatives that enhance construction quality, energy efficiency, and emissions reduction, and it administers the ACT's building regulatory framework to support a safe and accountable construction sector. The branch also enhances design quality across the built environment by providing design guidance and evidence for planning system improvements, supporting the National Capital Design Review Panel, and managing the Government Architect's consultation responsibilities.

POSITION PURPOSE

The role of the Senior Planning and Design Officer within the Design Policy and Government Architect will support functions that deliver secretariat and design review services to the local development industry through the National Capital Design Review Panel (NCDRP). As a Design Review Coordinator this involves liaising with development industry representatives and design review panel professionals to arrange and successfully deliver design review sessions and formulate design advice that is grounded in policy knowledge and well-developed writing skills. The role will also support the ACT Government Architect, in the provision of design advice, the development of design policy and the delivery of design services.

DUTIES / RESPONSIBILITIES

Under limited direction, you will undertake a range of duties, including:

1. Support the delivery of design review services by performing Secretariat functions for the NCDRP, including coordination and facilitation of design review sessions, stakeholder

liaison, preparation of written advice and associated project coordination and administrative activities.

2. As part of a multi-disciplinary team, undertake policy analysis and develop advice on future design and planning policy with a focus on achieving good land use planning and built form design outcomes.
3. Undertake research, analysis, and stakeholder engagement to inform strategic planning and design policy development and advice, including through use of planning tools and technology such as Excel, Adobe Creative Suite, AutoCAD, and GIS.
4. Prepare strategic planning policy and design review advice for, including but not limited to, major ACT Government and private sector development projects, strategic planning referrals, development applications, Territory Plan Variations, National Capital Plan Amendments, and projects presented to National Capital Design Review Panel.
5. Build and maintain effective working relationships with stakeholders, other teams and staff within the division and other ACT Government directorates.
6. Prepare high-quality written design advice and contribute to ministerial briefs, correspondence, Cabinet submissions, reports, communication materials and executive briefs as required.
7. Represent the team, the Division and the ACT Government in internal and external meetings, workshops and engagement activities, especially through project working groups and stakeholder meetings.
8. Maintain records in accordance with the *Territory Records Act 2002*.
9. Undertake other duties appropriate to this level of classification which contribute to the work of the team, the Group and the organisation.
10. This position **does not** involve 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. Well-developed skills and experience in research and analysis, with the ability to use a range of tools and technologies (both spatial and other) to develop policy and/or provide urban design and planning advice.
2. Well-developed written, oral, and graphic communication skills, including the ability to prepare concise, evidence-based planning, urban design and policy advice and communicate complex issues to a range of audiences.
3. Demonstrated experience working in a team environment, managing projects, competing priorities and stakeholder relationships, while working collaboratively to deliver outcomes within agreed timeframes.

4. Demonstrated and applied knowledge in strategic planning and/or urban design policy development, and/or implementation.
5. Demonstrated understanding of planning and/or urban design principles and ability to undertake research and policy and data analysis in the provision of advice including design review.
6. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing and compliance with the *Territory Records Act 2002*.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Highly desirable

- Relevant tertiary qualifications in urban design, urban planning, architecture, landscape architecture or a related field; and/or
- Work experience in urban design, urban planning and planning policy reform or a related field.
- Demonstrated experience in research and analysis and skills in use of design and analysis tools such as Excel, Adobe Creative Suite, AutoCAD, and GIS.
- Experience in a program or project management role including undertaking secretariat and coordination functions.

Other

- This position **does not** require a Working with Vulnerable People Check.
- This position **does not** require a Security Clearance.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of [Senior Planning and Design Officer](#) (position number [P47112](#)) 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	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally

Designated workstation <i>The position in an activity based work environment</i>	Never
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STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
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)	Occasionally
Working outdoors	Occasionally

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

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

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