

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Senior Conservation Officer

Classification: SOGC

Position number: P22391

Division: Environment, Heritage and Parks

Business unit: Office of the Conservator of
Flora and Fauna

Location: Dickson/flexible

Reports to: Conservator Liaison (Director)

Date last reviewed: August 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

The Environment, Heritage and Parks Division delivers the following functions for the ACT government:

- Nature conservation policy, planning and delivery;
- Conservator support and traditional custodian engagement;
- Heritage conservation policy and regulation;
- Environment protection policy;
- Conservation research and evaluation;
- Management of Parks and Reserves;
- Fire and Forest Management; and
- Biosecurity policy and delivery.

BUSINESS UNIT OVERVIEW

The Office of the Conservator of Flora and Fauna (OCFF) is a small team within the Environment, Heritage and Parks Division of CED. The main functions of the team are to develop advice for the Conservator of Flora and Fauna on matters that may impact biodiversity and the conservation estate in the ACT, prepare advice on environmental assessments and development applications, and assist in the administration of the Conservator's functions under legislation.

The unit works with many stakeholders both within and external to Government.

POSITION PURPOSE

The Senior Conservation Officer position leads the information and administration branch of OCFF, providing high quality support to the Conservator. This position coordinates and prepares Conservator advice on a range of functions, including Ministerial correspondences, Government business documents, development applications, and other processes that have the potential to impact on the environment.

DUTIES / RESPONSIBILITIES

Under limited direction from the Conservator Liaison, and as part of a small team undertake a range of duties and responsibilities, including:

1. Provide close liaison across the Environment, Heritage and Parks Division (the Division) to ensure development and environmental impact advice and decisions are consistent with ecological and environmental land management objectives of the ACT Government.
2. Collate and represent scientific advice from across the Division on potential ecological impacts due to development and land management activities.
3. Represent the Conservator at meetings and workshops with community, business, industry and government stakeholders.

4. Provide high quality support to the Conservator Liaison as required.
5. Assist in the preparation of ministerial correspondence, briefings and other relevant materials as required.
6. This position involves direct supervision of two 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. Demonstrated negotiation, representation and liaison skills with internal and external stakeholders, with the ability to build and maintain effective stakeholder relationships.
2. Demonstrated research and written communication skills and the ability to collate information from different sources into cohesive advice.

Behaviour

3. Demonstrated high work ethic, ability to exercise initiative in a complex and dynamic work environment, and to work under pressure while contributing to a positive team culture.
4. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

Knowledge

5. Demonstrated knowledge and understanding of conservation, land management, impact assessment, environmental planning issues and relevant environmental and planning legislation.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Relevant Tertiary qualifications in environmental science or related field is highly desirable
- 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 Conservation Officer (position number P22391) 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	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	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)	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+	Occasionally
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
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	Occasionally
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	Occasionally
Personal Protective Equipment (PPE) required	Occasionally