



CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director

Location: Dickson/flexible

Classification: Senior Officer Grade C

Reports to: Director, Environmental Assessments

Position number: P43286

Date last reviewed: 2 September 2026

Division: Statutory Planning

Position requirements: Nil

Business unit: Environmental Assessments

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 Statutory Planning Division is responsible for facilitating development outcomes across the ACT by assessing and determining development applications, administering environmental impact assessment processes, administering the ACT leasehold system, providing advice to the



community and industry on development matters, and assisting the ACT Civil and Administrative Appeals Tribunal in its review of decisions and providing advice to the community and industry on development matters.

BRANCH OVERVIEW

The Statutory Assessment Branch primarily facilitates and administers many of the statutory planning processes within the ACT planning system as delegates of the Territory Planning Authority. The Branch performs essential regulatory functions that guide development and construction in the Territory.

The Branch includes the following key teams and responsibilities:

Development Assessment - Assessing and determining various development and planning applications under the *Planning Act 2023* and Regulations and facilitate development outcomes across the ACT. These are formal delegated functions of the independent Territory Planning Authority and include the assessment and decision-making process for proposals such as residential, commercial, multi-unit, mixed use, subdivisions, industrial and infrastructure proposals.

Environmental Assessment – Managing environmental assessment processes for proposals that are likely to have a significant environmental impact. This includes assessing Environmental Impact Statements (EISs), Environmental Significance Opinions (ESOs), and significant Development Applications (DAs) in accordance with the *Planning Act 2023*. This also includes reporting on ACT strategic assessments in accordance with the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999*.

Land Use Services – Responsible for managing the ACT leasehold system in accordance with the *Planning Act 2023*. This includes the assessment and determination of land use related applications, review of lease variation charges, the production of Crown leases, and overseeing the lease variation registration process. This also includes the ongoing administration of land use management services such as concessional lease determinations, licencing over unleased land, unit and community title approvals, applications for unit title and dealings with rural leases, land rent reappraisals and land rent payouts.

All officers in the Statutory Assessment Branch may also be called upon to be expert witnesses in ACT Civil and Administrative Tribunal sessions for matters involving the Territory Planning Authority.

POSITION PURPOSE

The Assistant Director will work under broad direction from the Director and Senior Director to achieve the objectives of the City and Environment Directorate. In this position, under limited direction, you will:

- Manage efficient and effective regulatory assessment and decision-making processes related to environmental impact assessment;



- Engage with internal and external stakeholders to provide advice to ensure projects progress through appropriate environmental assessment pathways;
- Be proactive in resolving complex issues related to environmental assessment matters; and
- Work effectively in a small team environment and collaboratively across the Division and broader Directorate to achieve the objectives of the Statutory Assessments Branch.

The Assistant Director will bring excellent analytical, written and oral communication skills required to work in a team of officers administering environmental assessments and related functions. You will work innovatively and collaboratively across the Territory's planning system and with diverse stakeholders to address enquiries and identify solutions related to complex environmental impact assessment processes.

DUTIES / RESPONSIBILITIES

1. Manage assessments under the *Planning Act 2023*, including environmental impact assessments and development applications.
2. Draft various documents including but not limited to Environmental Impact Statement (EIS) scoping documents and assessment reports, Environmental Significance Opinions (ESOs) on behalf of the Authority, and Ministerial briefings and correspondence.
3. Analyse and interpret legislation, regulations and other guidance material relevant to environmental impact assessments to deliver high-quality advice to a range of stakeholders and to lead the assessment of proposals submitted under the *Planning Act 2023*.
4. Develop and maintain internal and external relationships, including liaising with stakeholders in other ACT Government agencies and with the Commonwealth Government as required.
5. Represent the Territory Planning Authority at meetings and provide written and verbal advice on development applications, environmental impact assessment processes, and other development matters in accordance with relevant legislation.
6. Work cooperatively and be a positive and productive senior member of the team, as well as actively learning and sharing knowledge across the Division and the wider Directorate.
7. Maintain records in accordance with the *Territory Records Act 2002*.
8. Represent the Territory Planning Authority in the ACT Civil and Administrative Tribunal as required.
9. Undertake other tasks to support the work of the Division, as directed.
10. Have an ability to work in an Activity Based Working Environment.
11. This position involves direct supervision and development of staff.

SELECTION CRITERIA (CAPABILITIES)

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

Skills and knowledge

1. Excellent verbal and written communication skills, including well-developed negotiation and liaison skills and the ability to prepare high-quality written briefing and communication



materials.

2. Demonstrated ability to manage complex environmental assessment and planning projects in a regulatory environment.
3. Demonstrated ability to analyse complex issues and exercise sound judgement in making well informed decisions and recommending effective solutions to problems, including the interpretation and application of relevant legislation and understanding of the ACT planning system.
4. Demonstrated resource and time management skills and an ability to work in a high-pressure multi-disciplinary environment.

Behaviour

5. Demonstrated ability to manage, motivate and develop staff and to foster a positive work culture, including during periods of high workloads with competing demands.
6. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Highly Desirable:

- Experience or qualifications in natural resource management, environmental sciences, local and regional planning, environmental law, architecture, urban design or town planning would be an advantage.
- 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 Assistant Director, Environmental Assessments (position number **43286**) 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	Never



<i>The position in an activity based work environment</i>	
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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	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	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
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	Never
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