

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Conservation Planner

Classification: Technical Officer 4

Position number: P38208

Division: Environment, Heritage and Parks

Business unit: Environmental Offsets –
Planning, Monitoring and Research

Location: 480 Northbourne Avenue, Dickson
/ Athllon PCS Depot, Farrer / Flexible

Reports to: Assistant Director Offsets PMR

Date last reviewed: 29 July 2026

Position requirements: Relevant experience
and tertiary qualifications (mandatory).

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

CED has responsibility within the ACT for policy development relating to nature conservation, climate change, waste, heritage, planning, transport planning, energy, and water, together with

regulatory responsibilities for development applications. CED serves the government to provide the highest possible quality of services to the people of Canberra, with the objective of securing a sustainable future for the ACT and its community. CED also has responsibility for the ACT Parks and Conservation Service (PCS) in managing the ACT's conservation estate including Nature Reserves, National Parks, and commercial softwood forests. PCS implements a broad range of natural and cultural resource management programs, both on and off reserve, that support sustainable recreation, wildlife, and heritage outcomes.

BUSINESS UNIT OVERVIEW

PCS protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational, commercial, and scientific uses of our parks and reserves, and maintains the aesthetic environmental backdrop to Canberra. 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. 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.

POSITION PURPOSE

The Environmental Offsets – Planning, Monitoring and Research (Offsets PMR) team is looking for a committed and experienced Conservation Planner with a high level of proficiency and knowledge of land management planning for threatened species and endangered ecological communities. Under the supervision of the Assistant Director, the Conservation Planner will oversee the conservation planning process and delivery of offset management plans for environmental offsets in the ACT.

DUTIES / RESPONSIBILITIES

The primary responsibilities for this position are to:

- Manage a team of highly skilled conservation planners to plan and deliver environmental offset management plans for new and established environmental offset reserves, and liaise with key stakeholders and specialists as required to meet deliverables.
- Incorporate the adaptive management cycle into the planning process to support land management and evidence-based decision-making to deliver environmental offset approval conditions and ACT Government strategic priorities.
- Build and maintain effective relationships to support PCS staff, including environmental offset rangers, by providing information and advice on offset commitments, including restoration targets, and advising on ACT and Commonwealth environmental offset policy in relation to offset management planning or other conservation planning matters.

- Liaise with Government agencies and other stakeholders in environmental offsets planning and approvals processes, including providing advice on matters relevant to environmental offset sites (for example, Development Applications, Environmental Significance Opinions, Construction Environmental Management Plans).
- Maintain records in accordance with the Territory Records Act 2002; and ensure that accurate records substantiating all activities are preserved for auditing purposes.
- Other duties as required by the Director and Assistant Director Offsets.
- 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. Highly developed communication (written and oral), representational, and interpersonal skills with demonstrated experience in effective relationship building and stakeholder liaison, collaboration, and negotiation across diverse groups.
2. Demonstrated skills in developing management and/or restoration plans, and programs, for Matters of National Environmental Significance or equivalent, including demonstrated experience in understanding and incorporating adaptive management processes into land management planning.
3. Demonstrated proficiency in GIS software (e.g. ArcGIS, ArcGIS Pro or QGIS), including spatial data mapping and spatial analysis.

Knowledge

4. Knowledge of relevant ACT and Commonwealth legislation and policies as they apply to environmental approval processes and conservation land management.
5. Demonstrated experience in project management, including the development and implementation of workflows, knowledge of Government processes, identification of program risk, and the ability to plan work strategically to meet planning deliverables (often with tight deadlines).

Behaviours

6. Demonstrated supervisory experience, including proven ability to lead harmonious and productive teams, work effectively as part of a team, and contribute to a positive team culture.
7. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Mandatory

- Tertiary qualifications in Natural Resource Management, Environmental Science or equivalent.
- A current manual driver's license

Other requirements

- Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.
- This position does not require a security clearance.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Conservation Planner (position number P38208) 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>	

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	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)	Never
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	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	Occasionally
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	Occasionally
Exposure to potentially distressing case material	Never

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