CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Threatened Species Officer

Classification: Technical Officer Grade 1 (TO1)

Position number: P07938

Division: Environment

Business unit: Tidbinbilla Nature Reserve

Location: Tidbinbilla Nature Reserve

Reports to: Wildlife Officer

Date last reviewed: 8 May 2026

Position requirements: *please see compliance requirements / qualifications*

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 services and functions for the ACT government and community:

- Nature conservation policy, planning and delivery.
- Heritage conservation policy and regulation.
- Environment protection policy.
- Catchment management, water policy delivery and water regulation.
- Conservation research and evaluation.
- Management of Parks and Reserves.
- Fire and Forest Management.
- Biosecurity and agriculture policy and delivery; and
- Traditional Custodian Engagement.

The Environment Portfolio also supports ACT Natural Resources Management and ACT Heritage. ACT's natural and cultural environment provides ecosystem services clean air, water and important from an ecological and landscape perspective. It is important we continue to manage and protect our environment both from the nature conservation perspective and through the environment protection activities.

BUSINESS UNIT OVERVIEW

The Parks and Conservation Service (PCS) is responsible for the management of the ACT's protected area network including National Parks, Nature Reserves, water catchments, commercial softwood forests and rural lands. The Parks and Conservation Service implements a broad range of management programs both on and off reserve that support sustainable environmental, wildlife and heritage outcomes. It protects and conserves the natural resources of the ACT and promotes appropriate recreational, educational and scientific uses of our parks and reserves.

Tidbinbilla operates an innovative Threatened Species Program managed by a team of experienced and skilled conservation officers. This team focuses on the recovery of threatened species through breeding programs, conservation research, and education. The program works collaboratively with a broad range of stakeholders, research institutions and organisations to manage various innovative projects including recovery programs for the Southern Brush-tailed Rock-wallaby, Northern Corroboree Frog and Grassland Earless Dragon and the development of a 120Ha save haven for critically endangered wildlife – one of the ACT governments flagship projects.

The threatened species team maintains the highest standards for animal husbandry, management, and associated infrastructure, and includes facilities with veterinary support to ensure the health and welfare of threated species and other captive animals.

ACT Government

POSITION PURPOSE

The person selected for this position will join the Threatened Species Team (TST) at TNR. The successful applicant will assist with the management and husbandry of all captive wildlife within the reserve. A high degree of professionalism and self-motivation are required for this position, as well as strong collaboration and communication skills.

DUTIES / RESPONSIBILITIES

With direction but limited supervision:

- Undertake, to a high standard, various husbandry duties relating to the daily care and welfare of native wildlife within Tidbinbilla's threatened species breeding programs as well as other captive and non-captive species. This includes conducting visual health checks, diet preparation, cleaning of enclosures, behavioural monitoring, maintaining live food colonies, adhering to biosecurity protocols and assisting with minor animal treatments and vet nursing duties under the direction of Tidbinbillas veterinarian.
- Assist with population monitoring of both native and non-native wildlife. Including assisting with the capture, handling and transport of animals as well as animal identification (i.e. microchipping) and the collection of tissue samples and morphometric measurements. Participation in late night trapping sessions, the use of camera traps and observational counts will also be required.
- Assist in the maintenance of new and existing infrastructure associated with the Threatened Species Programs including preditor proof fences, animal enclosures and food storage facilities as well as the maintenance of other relevant equipment such as cameras, cage traps and pet packs.
- Maintain accurate daily records and report on husbandry and animal health issues to the Threatened Species Program Leader.
- Assist with program management including necessary planning for breeding, population monitoring and management as well as the input and summary of data and the production of relevant reports.
- Assist with research and fieldwork associated with conservation land management objectives including Threatened Species Recovery Programs and regional priorities within ACT Parks and Conservation Service.
- Contribute to the design and implementation of interpretative based activities associated with education and visitor outreach relating to the conservation of biodiversity and focusing on key messaging areas.
- Work co-operatively as part of a cohesive team in achieving the stated objectives of the Tidbinbilla Plan of Management.
- Maintain records in accordance with the *Territory records Act 2002*.

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. Demonstrated experience in the husbandry and handling of native Australian wildlife. Experience working in both captive and free ranging environments is desirable.
2. Demonstrated ability to conduct fieldwork in a variety of conditions. Field experience relating to population monitoring is desirable.
3. Strong attention to detail and the ability to succeed in fast passed dynamic environments.

Behaviours

4. Advanced interpersonal skills and experience working effectively and collaboratively as part of a team. A high degree of self-motivation and the ability to work independently is also essential.
5. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- This position may require a pre-employment medical.
- Current driver's licence and ability or willingness to learn how to drive manual vehicles.
- Preparedness to wear a uniform.
- Preparedness to work a shift roster which includes weekends and public holidays
- Ability and willingness to undertake after hours and incident management duties, including after-hour reserve lock up functions and search and rescue operations.
- Working with Vulnerable People Registration (WWVP)
- Tertiary qualifications in the field of environmental management, wildlife biology or ecology is required.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Threatened Species Officer (position number P28870 and P69481) 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.

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ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
General computer use	Occasionally
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Occasionally
Standing for long periods	Occasionally
Designated workstation ***The position in an activity based work environment***	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Frequently
Peaks and troughs	Occasionally
Frequent paid overtime	Occasionally
Rostered shift work	Frequently

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	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Frequently

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Occasionally
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	Frequently
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Occasionally
Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment	Occasionally
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	Frequently