

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Director Conservation Science and Programs

Reports to: Senior Director, Office of Nature Conservation

Classification: Senior Professional Officer Grade B

Date last reviewed: 25/9/26

Position number: P61437

Position requirements:

- Tertiary qualifications in ecology or related discipline
- Extensive relevant experience in a leadership role

Division: Environment, Heritage and Parks

Highly desirable:

- Extensive experience in experimental design and statistical analysis
- Extensive experience in the ACT or other government / NRM agencies

Business unit: Office of Nature Conservation

Location: Hybrid Working Arrangements / Dickson ACT

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

What we do

The Environment, Heritage and Parks Group is responsible for building resilience in the landscape, preserving the ACT's heritage, and achieving long-term nature conservation outcomes. We aim to lead the Territory through promoting liveability and wellness, and ensuring sustainability. The Division develops, administers and oversees implementation of several key environmental and conservation strategies, policies and plans to support the environment and industry.

We deliver the following functions:

- Planning and policy for natural resource management
- Biodiversity conservation
- Heritage conservation
- Environment protection
- Rural services and agriculture
- Park and conservation services
- Fire and forest management
- Research, monitoring and provision of science advice for conservation.

Environment, Heritage and Parks also supports ACT NRM and ACT Heritage.

Who we are

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. We are curious about each other's work and always ask "who else needs to know?"

What we offer

- Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.
- The opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise.
- A flexible workplace including hybrid work from home arrangements and state of the art accommodation enabling activity-based work.

BUSINESS UNIT OVERVIEW

(Brief paragraph describing the work area)

The Office of Nature Conservation (ONC) brings together policy, science, and data expertise to accelerate unified thinking and action to respond to the immense conservation challenges facing the ACT. The team focuses on an outcomes-based philosophy to guide and inform on-ground conservation efforts undertaken by ACT Parks and Conservation Services, volunteer environmental partners and the community.

Through collaboration and engagement with a wide range of internal and external stakeholders, some of ONC's responsibilities include: delivering research and monitoring programs focused on ACT biodiversity, threats and management interventions; providing expert advice on a range of ACT Government approval, licensing, management, operational and planning processes; advising on and implementing threatened species and ecological community recovery plans; fisheries management; spatial mapping and data; developing and administering key environmental and conservation strategies, policies, plans and legislation, including the Nature Conservation Act 2014 and the Fisheries Act 2000; representing the ACT Government in multiple interjurisdictional and national fora, including the Environment Protection and Biodiversity Conservation Act 1999 reform process; and providing secretariat support for the ACT Scientific Committee.

DUTIES / RESPONSIBILITIES

With minimal direction, and in consultation with the Senior Director, Office of Nature Conservation, this position is responsible for strategic oversight and coordination of science planning, research and program leadership within the Office of Nature Conservation. Duties include:

- Branch-wide science planning and budgeting, and contribute to strategic planning and management for the branch
- Directly manage five thematic science teams, including maintaining oversight of priority business plan deliverables
- Supporting and advising ecological science teams in relation to planning, collaboration, and/or other relevant matters
- Communications, briefing and reporting
- Promote the development of a threatened species program, including supporting the Threatened Species Steering Committee through secretariat functions
- Lead stakeholder engagement on several challenging wildlife issues
- Represent CED and ACT Government on national, regional and local committees/working groups or at forums supporting interjurisdictional conservation and coordination on threatened species, natural resource management and related conservation matters, as relevant
- Develop and maintain positive relationships with key external bodies, including other ACT Government agencies, stakeholders, community organisations, and interstate counterparts
- Oversee formation of high-quality, robust, evidence-based advice on conservation and management of ecological communities and species in the ACT, and facilitate the provision of this advice to stakeholders including the Parks and Conservation Service, other branches of the Environment, Heritage and Parks Group, ACT planning institutions and relevant government departments

Other responsibilities include:

- Undertake delegated responsibilities as a Conservation Officer pursuant to the Nature Conservation Act 2014
- Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework
- Work within an Activity Based Working Environment and within hybrid working arrangements
- Maintain records in accordance with the Territory Records Act 2002
- This position involves direct supervision of staff

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the selection criteria below and the ACTPS Shared Capability Framework.

Your suitability for this position will be assessed based on your **skills, knowledge and behaviour** in relation to selection criteria below. **Please refer to the advertising materials for information on how to apply.**

Skills

1. Highly developed strategic planning, and budget and project management skills;
2. Extensive experience skills in designing and planning ecological research and monitoring programs, including programs aimed at protecting threatened species and ecological communities, that generate the evidence required by managers and decisionmakers;
3. Highly developed interpersonal skills in communication (written and oral), relationship building (across diverse groups), conflict resolution, representation, negotiation, and liaison.

Knowledge

4. Excellent knowledge, including postgraduate qualifications, in ecology, biodiversity science, conservation biology, natural resource management, environmental management or cognate discipline, with direct applicability to conservation of the species and ecosystems of the ACT.
5. Demonstrated well-developed understanding of government processes, structures, and priorities relevant to conservation and nature resource management (NRM).

Behaviour

6. Proven ability to lead harmonious and productive teams and contribute to a positive team culture, including demonstrated capacity to innovate in pursuit of continuous improvement in a complex institutional environment.

7. Demonstrated ability to consistently display commitment to the implementation of the principles of workplace diversity, participative work practices, workplace health and safety, and compliance with the requirements of the Territory Records Act.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Mandatory:

- Tertiary qualifications in ecology or related discipline
- Extensive relevant experience in a leadership role

Highly Desirable:

- Extensive experience in experimental design and statistical analysis, including postgraduate qualifications
- Extensive experience in the ACT or other government / NRM agencies

Visa holders are eligible to apply.

This position does not require a Working with Vulnerable People Check.

Please refer to the advertising materials for information on how to apply.

Contact Officer

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WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director, Conservation Science and Programs (position number P61437) 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	Frequently
Graphical/analytical based	Frequently

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	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)	Frequently
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	Frequently

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Occasionally
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	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never

Exposure to extreme temperatures	Occasionally
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	Never
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Occasionally
Personal Protective Equipment (PPE) required	Occasionally