



ACT
Government

Environment, Planning and
Sustainable Development

POSITION DESCRIPTION

Directorate: Environment Planning &
Sustainable Development Directorate

Division: Environment, Heritage and Water

Branch: Conservation and Water Planning
and Policy

Business Unit: Several

Position Title: Policy/ Project Officer

Position Number: 11876, several

Classification: ASO6

Location: 480 Northbourne Ave, Dickson ACT

Last Reviewed: 8/12/2021

Our Business

The ACT Public Service (ACTPS) operates on a one government service model. The ACTPS is a values-based service based on its core values of respect, innovation, collaboration, integrity. The four service values guide the decision making and operations of the ACTPS. Within the ACT Public Service, the Environment, Planning and Sustainable Development Directorate (the Directorate) has a vision of 'shaping Canberra's future' and our mission is to be informed, connected, innovative.

The Directorate is responsible for a wide range of policies and programs within the ACTPS that includes areas as diverse as climate change policy, energy policy, nature conservation, environment protection policy, strategic and statutory planning, development approvals, building policy, land policy and economics, heritage and water. The Directorate also includes the ACT Parks and Conservation Service which manages nature reserves, national parks, commercial softwood forests and rural lands to ensure that Canberra provides open and safe space for its community.

In addition, the Directorate provides corporate and governance support for the Suburban Land Agency and the City Renewal Authority. The Directorate, the Authority and the Agency when considered together are referred to as the EPSDD Portfolio.

Our Workforce

We have a dedicated team that covers a diverse range of functions. We are committed to attracting and retaining people with the right skills, knowledge and behaviours to ensure we can deliver on our vision and mission.

We support the ongoing education and development of all of our people. Our goal is to develop our people so that they have the right skills to help us meet our vision and deliver on our mission for the community. We believe in supporting each member of our team to grow their own skills and knowledge which they share with their team and the wider community that makes up the EPSDD Portfolio.

DIVISION OVERVIEW

What we do

The Environment, Heritage and Water Division 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
- Water and catchment management
- Biodiversity conservation
- Heritage conservation
- Environment protection
- Rural services and agriculture
- Park and conservation services
- Fire and forest management
- Research and evaluation for biodiversity conservation.

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 contribute to policies and programs that are helping to address the issues of biodiversity decline, ecological sustainability and climate change in the ACT region.
- The opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise.
- A flexible workplace with state of the art accommodation enabling activity-based work in a fun and creative environment.

THE TEAMS IN WHICH YOU WILL WORK

The Conservation and Water Planning and Policy Branch develops, administers and oversees implementation of several key environmental and conservation strategies, policies and plans to support the environment and industry. The Branch is responsible also for legislation relating to nature conservation, fisheries, biosecurity, biodiversity and water. The Branch also provides policy

support for the Directorate's engagement in inter-jurisdictional fora including on biodiversity, biosecurity, environment, water and primary industries.

The Branch includes teams focused on Biodiversity Planning and Policy, Biosecurity and Agriculture Policy, Parks Planning and Policy, Environmental (Strategic) Planning, and Water Policy.

The Biodiversity Planning and Policy section has key responsibilities for policy and legislation relating to nature conservation, fisheries, and implementation of the ACT Nature Conservation Strategy. The Section has a focus on achieving landscape scale biodiversity outcomes across public and private land, developing strategic policies to address current and emerging nature conservation issues, liaison across government and non-government stakeholders to foster collaboration and promote strategic outcomes, and reporting on strategic nature conservation outcomes. The Section also provides secretariat support for the work of the ACT Scientific Committee (a statutory committee established under the *Nature Conservation Act 2014*).

The Biosecurity and Agriculture Policy section develops and reviews ACT policies, strategies, plans and legislation relating to invasive species, animal health, plant health and primary industries. Key strategies include the ACT Biosecurity Strategy, the ACT Weeds Strategy and the ACT Pest Animal Management Strategy 2012-2022. The section also develops and coordinates whole-of-government policy advice for input to the Agriculture Ministers' Forum (AGMIN) and its subordinate committees, and convenes ACT Government biosecurity committees for the Directorate.

The Parks Planning and Policy section is responsible for preparing statutory management plans for conservation reserves to protect biodiversity and promote appropriate recreational, educational and scientific uses within reserve areas. The section also prepares policies, plans and strategies for the management of key natural resources in reserves, reviews existing reserve management plans, prepares implementation reports, and provides conservation advice to the ACT Government on a broad range of government policies and strategies. All processes require the preparation of associated documents, advice to the Minister and extensive stakeholder and public consultation.

The Water Policy Section is responsible for the development and coordinated implementation of ACT water policies and strategies. The section is involved in national and regional water policy and programs, including the National Water Initiative, the Murray-Darling Basin Plan, the ACT Water Strategy, and the ACT and Region Catchment Strategy. The team also provides secretarial support to the ACT and Region Catchment Management Coordination Group.

The Environmental (Strategic) Planning unit focuses on policy development for environmental data, assessments and offsets.

We regularly collaborate with a diverse group of stakeholders, both within and outside the ACT Government, including the Commonwealth Government, the ACT Parks and Conservation Service, the Resilient Landscapes Branch, the Conservation Research Branch, Legislation Services, the Transport Canberra and City Services Directorate, Icon Water, the ACT Woodlands and Wetlands Trust, the ACT Conservation Council, community and regional stakeholders.

DUTIES / RESPONSIBILITIES

Under limited direction, and as part of a small team, policy/project officers in the branch undertake a range of duties and responsibilities, including:

1. Provide high quality policy, administrative, technical and/ or professional advice.
2. As a member of a team, develop, implement and evaluate relevant policies, plans and/ or programs.
3. Prepare and coordinate the development of correspondence, advice, reports, legislative frameworks and instruments, cabinet submissions, presentations and briefings on policy, technical, and/ or program issues.
4. Represent the ACT Government at meetings and workshops with community, business, industry and government stakeholders.
5. Supervise staff as appropriate and provide technical advice and support to managers as required.
6. 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.
7. Contribute to a culture of continuous improvement and innovation to provide high quality outputs and services to the team, community and other stakeholders.
8. Maintain records in accordance with the *Territory Records Act 2002* and Privacy Principles.

SELECTION CRITERIA

Your suitability for this position will be assessed based on your **skills, knowledge** and **behaviour** in relation to the duties/responsibilities listed above and the specific role description in the advertising materials for the position.

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

Skills

1. Ability to develop and implement policies and deliver programs based on sound analysis and evidence.
2. Good oral and written communication skills, including excellent interpersonal skills and a demonstrated ability to work within a team.
3. Communication, negotiation, representation and liaison skills with internal and external stakeholders.
4. Ability to effectively organise, allocate and prioritise tasks and budget to deliver results under time pressure.

Knowledge

5. Experience with data management systems and information/ data analysis as appropriate to the role.
6. An interest, knowledge and understanding of biodiversity, biosecurity, agriculture, conservation or water policy issues and legislative frameworks, relevant to the specific role would be well regarded, but not essential.

Behaviour

7. Demonstrated ability to work as part of a team, contribute to a positive team culture, and add value to the team, Division, EPSDD and ACT Government.
8. Experience in undertaking stakeholder consultation and liaison with a focus on delivering outcomes for Ministers, stakeholders and customers, as appropriate.
9. Demonstrated ability to consistently display commitment to the implementation of the principles of workplace diversity, participative work practices, workplace health and safety and to maintain records in accordance with the *Territory Records Act 2002*.

Qualifications/Requirements

Highly Desirable:

- Relevant tertiary qualification and/or experience appropriate to the role and scope of activities to be performed e.g. environmental policy, environmental science, natural resource management or related disciplines.
- A manual drivers licence may be required for some roles.

Further Information

For further information about EPSDD, its roles and functions, employment conditions, office locations and other related resources, please visit <http://www.environment.act.gov.au/>.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Policy/ Project Officers and indicates how frequently each of these requirements would be performed. Please note that the EPSDD is committed to providing reasonable adjustment and ensuring that 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	Never
Designated workstation	Occasionally
<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)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Never

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	Never

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Bending/squatting	Never
Push/pull	Never
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	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	Never
Exposure to potentially distressing case material	Never

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

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