



**ACT**  
Government

Environment, Planning and  
Sustainable Development

## **EXECUTIVE GROUP MANAGER, ENVIRONMENT WATER AND HERITAGE**

**Position Number: E757,**

**Executive Level 2.3**

### **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 (EPSDD) vision is 'shaping Canberra's future' and our mission is to be informed, connected, innovative.

EPSDD is responsible for a wide range of policies and programs within the ACTPS, including those relating to climate change, energy policy, nature conservation, environment protection, strategic and statutory planning, development approvals, building policy, transport planning, 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 provide open and safe spaces for the Canberra community.

In addition, we provide corporate and governance support for the Suburban Land Agency and the City Renewal Authority.

### **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 staff 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.

### **ENVIRONMENT WATER AND HERITAGE DIVISION**

The Environment Water and Heritage Division promotes and works actively with community in caring for the ACT's natural environment and develops, reviews and implements legislation, policies and standards to protect the natural and built environment. It plans and manages the ACT's parks, reserves, waterways, unleased public land and plantations, including associated community infrastructure, and protects heritage through the conservation of the ACT's heritage assets to ensure their recognition, registration and conservation.

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.

The Division of the Directorate comprises the following functions:

- ACT Parks and Conservation Service;
- Nature Conservation Policy;
- Conservation Research;
- Catchment Management and Water;
- Environment Protection Policy; and
- ACT Heritage.

The ACT Parks and Conservation Service is responsible for planning and management of parks, reserves and rural lands. It protects and conserves the natural resources of the ACT and promotes appropriate recreational, educational and scientific uses of our parks and reserves.

The Nature Conservation Policy undertakes nature conservation research and policy development through local and national processes, program delivery and provides support to ACT advisory committees. It also provides high quality scientific advice for planning and management.

The Catchment Management and Water deals with the development and coordination of ACT water policy matters. It has specific responsibility for development and implementation of the ACT Water Strategy and integrated catchment management planning. The branch is involved in national and regional water policy matters and issues, including the National Water Initiative, the Murray-Darling Basin Agreement and delivery of the Murray-Darling Basin priority project. In performing these functions it liaises with ACTEW, other key ACT agencies, community and regional stakeholders.

Environment Protection Policy is responsible for policy, guidelines and legislation, including applicable national laws related to environment protection. The team provides secretariat and policy support to the Minister for the Environment and Climate Change and senior officials and participates in associated working groups.

ACT Heritage administers the heritage provisions of the Heritage Act 2004 and assists in the conservation of the ACT's heritage assets to ensure their identification, conservation, preservation, protection, maintenance and enhancement (where appropriate) for present and future generations. ACT Heritage provides administrative and operational support to the ACT Heritage Council and to their projects and administers the annual funding of the ACT Heritage Grants Program.

## **YOUR ROLE**

As an Executive Group Manager, you will be part of the executive management team within the EPSDD. In this role you will be reporting directly to the Deputy Director-General, Environment, Water and Emissions Reduction. The Executive is part of the broader Executive team and is required to actively participate in the leadership of the organisation and its people.

You will take responsibility for the Environment Water and Heritage arm of the Directorate to deliver high quality, high value services across government and to the community.

The role requires an energetic person with exceptional leadership and executive management skills to achieve effective business planning, governance, issue management and collaborative partnerships inside and external to Government. Strong strategic stakeholder engagement and

negotiation skills are also necessary. Knowledge of the Territory Government and relevant legislative and compliance obligations applicable to the Directorate is also required.

The position of Executive Group Manager, Environment Water and Heritage will hold the statutory office of the Conservator of Flora and Fauna. Established by the Natural Conservation Act 1980 (NC Act), the Conservator of Flora and Fauna has additional responsibilities under the Planning and Development Act 2007, the Fisheries Act 2000 and the Tree Protection Act 2005.

As an Executive Group Manager, you will be providing quality robust advice and implementing effective strategies and policies relevant to your group and contributing to and engaging in the development of Directorate-wide and whole-of-government strategies for the benefit of the ACT community.

You will be working with your team on the development of and implementation of key initiatives from development through to completion with sound financial, performance and project management skills.

In doing this you will showcase your leadership and communication skills and your proven capacity to work collaboratively, engage with colleagues and communities while providing effective representation for the group and Directorate by identifying and realising the changing needs of community and government.

As our people are our greatest asset, you will be responsible for implementing change management strategies, skill and capacity building, embedding a performance culture based on collaboration, achieving results and continuous improvement.

Your actions will demonstrate your commitment to promoting an inclusive workplace that values the health and safety of its employees. Your commitment to integrity is shown through your embodiment and promotion of the EPSDD Integrated Governance Framework.

## Selection Criteria

To be successful in winning the position you will have a strong record in managing teams and projects in complex, and operationally diverse environments. You will need to demonstrate leadership direction and high level inter-jurisdictional representation experience in the administration, regulation and enforcement of laws related to natural resource management, natural environment, water resource management and environment protection. Experience in dealing with an extensive range of policy, research, financial management, people management, government, academia, the wider community and business is essential.

Formal qualifications in Environmental Science or a related field is essential.

You will have a commitment to the four ACTPS values of respect, integrity, collaboration, and innovation, matched with the communication skills expected of an executive.

You will need to be able to demonstrate your ability to be responsive and manage a diverse workload with opposing priorities and meet tight deadlines whilst maintaining high quality outcomes.

The ACT Executive Capabilities set out below are a guide to assist you in developing your two-page pitch for the position. Please use relevant examples from your past to illustrate your understanding of the ACTPS executive capabilities and why these behaviours are important in being a successful executive.

### The ACTPS Executive Capabilities

Executive Capabilities are a way of describing the behaviours that characterise successful ACTPS executives and the values and personal attributes that support these behaviours. They also provide an integrated and consistent means of assisting executives to identify developmental needs and achieve significant and measurable growth in areas such as leadership, strategic vision, and effective management.

The Executive Capabilities are as follows:

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| <b><i>Leads and values people</i></b>                   | <ul style="list-style-type: none"><li>• Motivates and develops people</li><li>• Values diversity and respects individuals</li><li>• Builds a culture of improving practice</li></ul>   |
| <b>Shapes strategic thinking</b>                        | <ul style="list-style-type: none"><li>• Inspires a sense of purpose and direction</li><li>• Encourages innovation and engages with risk</li><li>• Thinks broadly and develops solutions</li></ul>  |
| <b>Achieves results with integrity</b>                  | <ul style="list-style-type: none"><li>• Develops organisational capability to deliver results</li><li>• Manages resources wisely and with probity</li><li>• Progresses evidence-based policies and procedures</li><li>• Shows sound judgement, is responsive and ethical</li></ul> |
| <b>Fosters collaboration</b>                            | <ul style="list-style-type: none"><li>• Listens and communicates with influence</li><li>• Engages effectively across government</li><li>• Builds and maintains key relationships</li></ul>   |
| <b>Exemplifies citizen, community and service focus</b> | <ul style="list-style-type: none"><li>• Understands, anticipates and evaluates client needs</li><li>• Creates partnerships and co-operation</li><li>• Works to improve outcomes</li></ul>  |