



Australian Government

National Capital Authority

Candidate Information Pack

Chief Planner

SES Band 1

Ongoing/Non-ongoing



Chief Planner

Vacancy Details	
Classification	SES Band 1
Salary	\$232,650 - \$268,840
Branch	Planning & Design
Location	Treasury Building, Parkes, ACT, 2600
Security Clearance	Negative Vetting 1
Employment Status	Ongoing/Non-ongoing
Contact Officer	Karen Doran, Chief Executive
Applications Close	11.59pm, 14 June 2026

ABOUT THE NATIONAL CAPITAL AUTHORITY

The National Capital Authority (NCA) is established under the PALM Act 1988. The NCA is a non-corporate Australian Government agency within the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts portfolio, and is accountable to the Minister for Regional Development, Local Government and Territories.

The NCA performs the role of trustee of the National Capital and in this capacity serves the interests of the Australian Government, and the nation and its people. In short, the NCA is responsible for:

- shaping the National Capital into the future;
- managing and enhancing the nationally significant parts of Canberra; and,
- fostering awareness of Canberra as Australia's National Capital.

THE BRANCH

The Planning Branch is a small multi-disciplinary team with responsibility for ongoing planning for the National Capital including:

- Strategic planning;
- Statutory planning;
- Heritage matters; and,
- The diplomatic estate.

The Planning branch supports the key statutory objectives of the NCA - managing the National Capital Plan to ensure that Canberra and the Australian Capital Territory are planned and developed in accordance with their national significance. The branch is also responsible for assessing applications to undertake works in designated areas.

THE ROLE

The Chief Planner reports to the Chief Executive of the NCA and supports the Authority (the Board of the NCA) through the Chief Executive (member of the board).

The Chief Planner leads and manages the Planning Branch.

KEY DUTIES

1. Support the Chief Executive with strategic and implementation advice in relation to strategic planning, urban design, diplomatic estate and heritage.
2. Lead the Planning Branch through the provision of high-level analysis, strategic advice, support, and coordination.
3. Manage the Planning Branch in accordance with government policies on human resource management and developing including workforce planning, financial and business improvement.
4. Develop strong relationships and networks between the NCA, other APS Agencies, the ACT Government, and industry stakeholders.
5. Represent the NCA in inter-agency forums, community consultations, Senate Estimates, and other government committees as required.
6. Participate as a constructive member of the NCA Executive Team and contribute to NCA governance and organisational priorities.
7. Ensure the NCA and Planning Branch complies with all relevant legislation, regulations, policies and guidelines.

SELECTION CRITERIA

The occupant will be required to demonstrate the following:

- A strong record of effective leadership and demonstrated management skills, including relevant experience in leading and managing multi-disciplinary teams;
- Well-developed strategic thinking ability and a high level of conceptual and analytical skills;
- Proven ability to effectively manage complex programs and resources;
- A strong record of collaborative and productive work styles with internal and external stakeholders, including other Australian and state government agencies;
- An effective communicator, in both public and private settings, and possess strong negotiation skills;
- Ability to formulate, implement and interpret policies across the range of agency responsibilities;
- Demonstrated understanding of governance, corporate and financial risk management.

The following are desirable criteria:

- Experience working in the areas of strategic planning, town planning and urban design.
- Understanding of and/or interest in the role of the National Capital.

ELIGIBILITY

Employees must be Australian citizens to be employed in the Australian Public Service (APS). All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate/s will be required to obtain and maintain a security clearance at a specified clearance level. The successful applicant/s must be willing to share all relevant and required information.

ADDITIONAL INFORMATION

Engagement may be offered on an ongoing or non-ongoing basis, and will depend on organisation requirements.

A Merit Pool of suitable candidates will be established to fill similar vacancies that may occur within the next 18 months.

The NCA encourages and welcomes applications from Aboriginal and Torres Strait Islander peoples, people with Disability, LGBTQI+ people, people from culturally and linguistically diverse backgrounds and mature aged people.

HOW TO APPLY

To apply for the role, please email Recruitment@nca.gov.au the following documents:

- A written application (no more than 800 words) outlining relevant skills and experience against the selection criteria.
- A current resume
- The names and contact information of two referees
- A completed application coversheet

Further advice on addressing selection criteria can be found in '[Cracking the Code](#)' publication located on the Australian Public Service Commission website.