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| **Cluster** | Planning and Environment |
| **Agency** | Department of Planning and Environment |
| **Division/Branch/Unit** | NSW Planning Group |
| **Location** | Negotiable / Parramatta preferred |
| **Classification/Grade/Band** | Planning Officer (Professional) Level 2 |
| **ANZSCO Code** | 232611 |
| **PCAT Code** | 1111192 |
| **Date of Approval** | April 2022 |
| **Agency Website** | www.dpie.nsw.gov.au |

Agency overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

Primary purpose of the role

The Senior Planning Officer undertakes strategic and statutory planning tasks within the team in the delivery of housing and employment priority growth objectives as outlined in the Greater Sydney Region Plan and to ensure that NSW Government’s priorities are achieved. Delivering innovative and quality place-based outcomes, with a high level of community focus, is a key component of this role.

Key accountabilities

* Undertake place-based precinct planning work, leading to place strategies and rezoning proposals for various urban renewal precincts or areas of land release.
* Undertake statutory planning work including progressing planning proposals to implement councils’ strategic planning reforms.
* Prepare project budgets including the procurement and oversight of consultants to ensure project deliverables, deadlines and contract requirements are met, for review by the manager.
* Oversee the preparation of communications plans for responsible projects and undertake and attend community and stakeholder engagement activities and events.
* Provide high quality, accurate and timely advice to the Manager to resolve planning and related infrastructure issues to deliver housing, employment and thriving communities. Prepare planning and public exhibition reports, communications collateral and briefing notes in a timely manner for the approval of the manager.
* Contribute to branch improvement initiatives to develop and maintain systems, policies and processes to enhance team operations.

Key challenges

* Prepare robust place strategies and planning frameworks for urban renewal precincts and areas of land release and contribute to delivering sustainable urban communities which address key housing, employment, transport, cultural, heritage and environmental issues.
* Translate complex technical information into easy to understand, plain English guidelines, reports, correspondence and communications.
* Manage time commitments and competing priorities to provide a high level of service in a time-pressured environment.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Receive instructions, contribute to and support the development, implementation, monitoring and reporting of the teams work program. * Provide advice on statutory and strategic planning matters relating to urban planning, infrastructure delivery and emerging policy matters. * Provide regular updates on projects, budgets and priorities. * Keep informed of new or emerging issues and provide required advice. |
| Team Members | * Build and maintain effective working relationships. * Participate in team meetings to share program and project information. * Be an active mentor to junior staff * Contribute ideas and work collaboratively to improve program, service delivery and work outcomes. |
| Other Department Business Units | * Work with, and maintain effective working relationships with other internal stakeholders, including the policy development team. Collaborate to align planning for Greater Sydney with the State's policy position. * Collaborate to deliver place-based outcomes that facilitate sustainable growth in Sydney. |
| **External** |  |
| State Government agencies, local councils, private sector, industry and community stakeholders | * Build and maintain effective relationships to foster support for Department initiatives. * Collaborate with government stakeholders to prepare place strategies and planning frameworks to support growth and implement the NSW Government’s place agenda. * Provide accurate and timely information and advice. * Collaborate to identify and resolve housing supply and infrastructure impediments in priority growth areas. * Consult with other agencies and stakeholders in preparation of place based plans to ensure a whole-of-government approach to planning decision making. * Build and maintain effective relationships with internal and external stakeholders, including local government and state agencies, to facilitate the development and implementation of plans for urban development. |
| External contractors and consultants | * Manage external consultants and project budgets. * Liaise closely to provide information and project briefings. * Monitor progress and delivery against contract terms and performance indicators. |

# Role dimensions

## Decision making

The Senior Planning Officer:

* works with, and receives advice and guidance from the Manager but has responsibility to manage individual projects and determine day to day work priorities within the overall agreed work program
* is required to comply and work within applicable legislative and Department policies and frameworks, procedures and administrative processes

## Reporting line

The Senior Planning Officer reports to the Manager.

## Direct reports

Nil

## Budget/Expenditure

Nil

Key knowledge and experience

* Experience in managing projects and budgets.
* Understanding of the roles and responsibilities of State and local government authorities and the private sector in new urban developments and the legislative planning framework in NSW.
* A fair understanding of contemporary planning issues, government policy and trends in the development industry.

Essential requirements

* Degree in planning, urban design, environmental management or a related field.

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

# Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

| FOCUS CAPABILITIES | | | | |
| --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level** |
|  | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | | Represent the organisation in an honest, ethical and professional way  Support a culture of integrity and professionalism  Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct  Recognise and report misconduct and illegal and inappropriate behaviour  Report and manage apparent conflicts of interest and encourage others to do so | Intermediate |
| **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | | Keep up to date with relevant contemporary knowledge and practices  Look for and take advantage of opportunities to learn new skills and develop strengths  Show commitment to achieving challenging goals  Examine and reflect on own performance  Seek and respond positively to constructive feedback and guidance  Demonstrate and maintain a high level of personal motivation | Adept |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Tailor communication to diverse audiences  Clearly explain complex concepts and arguments to individuals and groups  Create opportunities for others to be heard, listen attentively and encourage them to express their views  Share information across teams and units to enable informed decision making  Write fluently in plain English and in a range of styles and formats  Use contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| **Work Collaboratively**  Collaborate with others and value their contribution | | Build a supportive and cooperative team environment  Share information and learning across teams  Acknowledge outcomes that were achieved by effective collaboration  Engage other teams and units to share information and jointly solve issues and problems  Support others in challenging situations  Use collaboration tools, including digital technologies, to work with others | Intermediate |
|  | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | | Seek and apply specialist advice when required  Complete work tasks within set budgets, timeframes and standards  Take the initiative to progress and deliver own work and that of the team or unit  Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals  Identify any barriers to achieving results and resolve these where possible  Proactively change or adjust plans when needed | Intermediate |
| **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | | Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence  Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience  Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience  Seek contributions and ideas from people with diverse backgrounds and experience  Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness  Identify and share business process improvements to enhance effectiveness | Adept |
|  | **Procurement and Contract Management**  Understand and apply procurement processes to ensure effective purchasing and contract performance | | Apply legal, policy and organisational guidelines and procedures relating to procurement and contract management  Develop well-written, well-structured procurement documentation that clearly sets out the business requirements  Monitor procurement and contract management processes to ensure they are open, transparent and competitive  Be aware of procurement and contract management risks, and actions to manage or mitigate risk in monitoring contract performance  Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles  Escalate procurement and contract management issues, where required | Adept |
| **Project Management**  Understand and apply effective planning, coordination and control methods | | Understand all components of the project management process, including the need to consider change management to realise business benefits  Prepare clear project proposals and accurate estimates of required costs and resources  Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements  Identify and evaluate risks associated with the project and develop mitigation strategies  Identify and consult stakeholders to inform the project strategy  Communicate the project’s objectives and its expected benefits  Monitor the completion of project milestones against goals and take necessary action  Evaluate progress and identify improvements to inform future projects | Adept |

# Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role are not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES | | | | |
| --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** |  | **Description** | **Level** |
|  | Display Resilience and Courage | | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Adept |
|  | Commit to Customer Service | | Provide customer-focused services in line with public sector and organisational objectives | Adept |
| Influence and Negotiate | | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  | Plan and Prioritise | | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  | Finance | | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
| Technology | | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |