

Role Description

Planning Officer, Regions



**Planning,
Industry &
Environment**

Cluster	Planning and Environment
Agency	Department of Planning, Industry and Environment
Division/Branch/Unit	Planning & Assessment
Location	Various
Classification/Grade/Band	Planning Officer (Professional) 1A
Role Number	Various
ANZSCO Code	232611
PCAT Code	1111192
Date of Approval	01 June 2018
Agency Website	www.dpie.nsw.gov.au

Agency overview

The Department of Planning, Industry and Environment is the lead NSW Government agency in planning for a growing NSW. The Department is going through an exciting period of organisational and operational change.

The Department's vision – Planning for growing NSW: inspiring strong communities, protecting our environment – provides the benchmark for our partnership and leadership approach to engaging and working collaboratively with key State and Local Government, community and industry stakeholders to deliver better outcomes in the areas of planning, local government, resources, energy, water, arts and the environment.

The Department is the lead agency for the Planning, Industry and Environment cluster, which includes the Office of Environment & Heritage, the Office of Local Government, Resources, Energy and the Arts and several other entities associated with the Department including the Environment Protection Authority, statutory trusts responsible for zoos, parks and gardens, independent assessment and planning bodies, and development corporations.

Primary purpose of the role

The Planning Officer assists with the implementation of strategic planning projects, a range of regional plans and strategies and assessment of planning proposal concurrence approvals, with a range of regionally based statutory and regional planning activities with a focus on planning delivery and collaboration with local councils in line with NSW Government and Department policies and objectives.

Key accountabilities

- Contribute to work programs in accordance with Departmental objectives, with State and Local Government Agencies and private sector organisations.
- Participate in the Learning and Development Program and the Achievement Planning Program

- Undertake planning assessments, contribute to projects & undertake small projects involving implementation of regional plans and state planning policies, and contribute to other planning programs, projects and activities to assist achieve state, regional and local planning objectives
- Produce quality work on a wide range of planning matters, including the preparation of well written, accurate and timely reports briefing notes, letters and other correspondence to support decision making and respond to stakeholder requests.
- Conduct research and analysis, including the collation and management of data and information to identify issues and suggest a range of options and solutions to achieve planning program commitments.

Key challenges

- Produce high quality work on a range of planning matters and respond to enquiries in a timely manner within applicable legislation, regulatory and policy frameworks.
- Identify and contribute to planning initiatives in a dynamic and complex environment with tight timeframes, competing priorities and conflicting stakeholders needs, views and opinions.
- Translate complex technical information into easy to understand plain English guidelines, reports and communications.

Key relationships

Who	Why
Internal	
Team Leader	<ul style="list-style-type: none"> • Receive instructions and guidance and provide support required. • Provide technical advice and recommendations on a range of assessment matters. • Provide regular project reports. • Inform of new or emerging issues and priorities and seek guidance on difficult or contentious issues. • Contribute to implementation of team business plan and work program.
Team members	<ul style="list-style-type: none"> • Work as a team member and collaborate on programs and projects. • Participate in team meetings to share information and ideas to improve program, service delivery and work outcomes. • Provide support to achieve business and operational needs.
External	
State and Local Government agencies, mining companies, owners/developers, private sector, industry and community stakeholders	<ul style="list-style-type: none"> • Establish and maintain effective relationships and communication networks. • Respond to enquiries and help resolve customer concerns and issues. • Provide clear information and appropriate, accurate advice on current planning matters.

Role dimensions

Decision making

The Planning Officer: • works with, and receives advice and guidance from the Team Leader and other staff but has a degree responsibility for setting own work priorities within the overall agreed work program. This is an entry level planning assessment role. • is required to comply and make decisions and recommendations within applicable legislative and Department compliance and assessment policy and framework, procedures and administrative frameworks and requirements.

Reporting line

The Planning Officer reports to the Team Leader.

Direct reports

N/A

Budget/Expenditure

N/A

Essential requirements

- Degree in planning, environmental science or management, engineering or other relevant discipline.
- Knowledge of relevant environmental and planning legislation and processes.
- Willingness to travel and (minimum) Class C Driver's Licence.





Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Foundational
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Foundational	<ul style="list-style-type: none"> Behave in an honest, ethical and professional way Take opportunities to clarify understanding of ethical behaviour requirements Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role Speak out against misconduct, illegal and inappropriate behaviour Report apparent conflicts of interest
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> • Support a culture of quality customer service in the organisation • Demonstrate a thorough knowledge of the services provided and relay to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Co-operate across work areas to improve outcomes for customers
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
Results Plan and Prioritise	Foundational	<ul style="list-style-type: none"> • Plan and coordinate allocated activities • Re-prioritise own work activities on a regular basis to achieve set goals • Contribute to the development of team work plans and goal setting • Understand team objectives and how own work relates to achieving these
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> • Perform basic research and analysis which others will use to inform project directions • Understand project goals, steps to be undertaken and expected outcomes • Prepare accurate documentation to support cost or resource estimates • Participate and contribute to reviews of progress, outcomes and future improvements • Identify and escalate any possible variance from project plans