

Role Description

Senior Planning Officer



Cluster	Planning & Environment
Agency	Department of Planning & Environment
Division/Branch/Unit	Planning Services / Key Sites & Industry Assessments / Priority Projects
Location	Sydney
Classification/Grade/Band	Planning Officer (Professional), Level 2
Role Number	Various
ANZSCO Code	232611
PCAT Code	1111192
Date of Approval	June 2017
Agency Website	http://www.planning.nsw.gov.au/

Agency overview

The Department of Planning & 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 and the environment.

The Department's two related agencies - the Office of Environment & Heritage and the Office of Local Government - support the conservation and protection of the environment and an effective local government sector in NSW. Several other entities associated with the Department include 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 Senior Planning Officer is responsible for high quality, effective and timely assessment of the merits of State significant projects to meet statutory obligations and Government policy and fulfil Government goals for a more robust and efficient state planning system that achieves economic and growth objectives and is balanced with the needs of the community and the environment.

The Senior Planning Officer is the key point for managing the assessment of complex State significant projects and providing advice and support to key internal and external stakeholders on a broad range of development assessment issues. There will also be a strong responsibility for negotiation with applicants, councils and government agencies to resolve issues and achieve practical solutions and good outcomes for the State's most high-profile and contentious projects.

Key accountabilities

- Undertake the complex assessment of the merits of State significant projects in line with best practice guidelines and processes, and within project scope.
- Undertake a wide range of planning matters, including the preparation of quality outcome focused reports, submissions, briefing notes and effective conditions of consent.
- Manage projects, identify issues and resolve problems.
- Assist in the development of policy to improve assessment processes and to guide the assessment of the merits of projects.
- Identify, critically analyse and evaluate key issues, recommend innovative options, solutions, practices and processes to enable timely response to customer enquiries and to assist in resolving disputes.
- Contribute to the development and maintenance of systems and ongoing improvements to increase team efficiency and effectiveness.
- Complete other duties under direction.

Key challenges

- Complete assessments within the benchmark timeframes in a manner to provide greater certainty for applicants and the community whilst not sacrificing the quality of these assessments.
- Translating complex technical information into easy to read plain English reports and correspondence.
- Deliver competing assessments in a high pressure, challenging and dynamic environment and manage the different and competing interests of various external agencies, stakeholder and community expectations to maintain the integrity of the Government's planning program.

Key relationships

Who	Why
Internal	
Director	<ul style="list-style-type: none">• Provide technical advice and recommendations on status of assessments.• Keep informed of emerging and contentious issues or conflicts.• Contribute to implementation of team business plan.
Team Leader	<ul style="list-style-type: none">• Receive instructions and provide support required.• Provide accurate technical advice and recommendations on assessment matters.• Keep informed of assessment performance against established standards.• Keep informed of emerging and contentious issues or conflicts.• Work collaboratively to plan program of work and achieve team goals and objectives.
Team members	<ul style="list-style-type: none">• Work as a team member and collaborate to share information on programs and projects.• Participate in team meetings to contribute ideas to improve program, service delivery and work outcomes.• Coach, mentor and provide support to assist to achieve business and operational goals.

Who	Why
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. • Engage and involve in the assessment process. • Liaise to ensure effective coordination and cooperation to respond to enquiries, deal with complex issues, and resolve customer concerns. • Provide clear information and high quality statutory advice on current planning matters.

Role dimensions

Decision making

The Senior Planning Officer:

- works with, and receives advice and guidance from the Team Leader and other staff but has responsibility for setting own work priorities within the overall agreed work program
- is required to comply and make decisions and recommendations within applicable legislative and Department compliance and assessment policy, procedures and administrative frameworks and requirements
- manages all aspects of assigned projects

Reporting line

The Senior Planning Officer reports to the Team Leader.

Essential requirements





- Degree in urban and regional planning or other relevant discipline
- Demonstrated knowledge of relevant environmental assessment and planning legislation and processes
- High level experience in stakeholder engagement, negotiation and project management
- 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 listed 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	Adept
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Adept
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Advanced
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept

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 Display Resilience and Courage	Adept	<ul style="list-style-type: none"> Be flexible, show initiative and respond quickly when situations change Give frank and honest feedback/advice Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively Raise and work through challenging issues and seek alternatives Keep control of own emotions and stay calm under pressure and in challenging situations
Personal Attributes Act with Integrity	Adept	<ul style="list-style-type: none"> Represent the organisation in an honest, ethical and professional way and encourage others to do so

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
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 • 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 Work Collaboratively	Adept	<ul style="list-style-type: none"> • Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Relationships Influence & Negotiate	Advanced	<ul style="list-style-type: none"> • Influence others with a fair and considered approach and present persuasive counter-arguments • Work towards mutually beneficial win/win outcomes • Show sensitivity and understanding in resolving acute and complex conflicts • Identify key stakeholders and gain their support in advance • Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise • Pre-empt and minimise conflict within the organisation and with external stakeholders
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 Think and Solve Problems	Advanced	<ul style="list-style-type: none"> • Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements • Implement systems and processes that underpin high quality research and analysis
		<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measureable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects