

Role Description

Planning Officer

Cluster	Planning & Environment
Agency	Department of Planning and Environment
Division/Branch/Unit	Planning Services, Key Sites & Industry Assessments, Priority Projects
Location	Sydney CBD & Environs
Classification/Grade/Band	Planning Officer (Professional) 1B
Role Number	Various
ANZSCO Code	232611
PCAT Code	1111192
Date of Approval	June 2018
Agency Website	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 is the lead agency for the Planning 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 is responsible for the assessment of major development projects within State significant sites which meet statutory obligations and Government policy.

Providing advice and support to key internal and external stakeholders to resolve issues and achieve practical solutions and good outcomes for the State's most high-profile and contentious projects, is also a key component of this role.

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	
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.
External	
Commonwealth, State and Local NSW Government agencies, councils, developers, consultants, industry representatives and local community stakeholders	<ul style="list-style-type: none"> • Build 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.

- Influence and negotiate with applicants, councils and other government agencies on solutions and issues on priority matters.

Role dimensions

Decision making

The 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 Planning Officer reports to the Team Leader.

Essential requirements

- Degree in urban/town planning, urban design, architecture, environmental management or other relevant discipline
- Applied knowledge of relevant environmental assessment and planning legislation and processes
- 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 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	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 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	Intermediate	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Understand and follow legislation, rules, policies, guidelines and codes of conduct • 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 <u>inappropriate behaviour</u>
Relationships	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
Communicate Effectively		<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"> • Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
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 Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> • Perform 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

