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| Role Description **Planning Officer, Assessments** |  |

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| **Cluster** | Planning, Housing and Infrastructure |
| **Agency** | Department of Planning, Housing and Infrastructure |
| **Division/Branch/Unit** | Planning  |
| **Location** | Various |
| **Classification/Grade/Band** | Planning Officer (Professional) 1A |
| **Role Number** | Various |
| **ANZSCO Code** | 232611 |
| **PCAT Code** | 1111192 |
| **Date of Approval** | January 2024 (updated from July 2023; November 2022; and June 2018) |
| **Agency Website** | www.dpie.nsw.gov.au |

# Agency overview

The Department of Planning, Housing and Infrastructure (DPHI) are building the future of NSW through delivering diverse planning, housing solutions and infrastructure across the 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 Planning Officer, Assessments assists with the high quality, efficient and timely assessment of the merits of State significant projects to meet all statutory obligations, Government policy requirements, and Government goals for a more robust and efficient state planning system that achieves strategic infrastructure, economic and growth objectives.

# Key accountabilities

* Assess the merits of straightforward State significant projects within best practice frameworks and benchmark assessment outcome turnaround times.
* Produce quality work on a wide range of planning matters, including the preparation of well written, accurate and timely reports and effective conditions of consent.
* Identify, undertake research, analyse and evaluate issues and data to formulate appropriate responses and contribute to options for the resolution of new and emerging issues.
* Communicate with key stakeholders to facilitate exchange of information for the delivery of divisional activities.

# Key challenges

* Undertake assessments in a manner that assists to significantly reduce the time taken to assess State significant projects without sacrificing the quality of these assessments and high pressure environment of conflicting external agency, stakeholder and community expectations.
* Assist to review and strengthen environment assessment policy in NSW to support efficient and timely turnaround times to provide greater certainty for applicants and the community about the delivery of assessment outcomes and maintain the integrity of the Government’s planning program.
* Translate complex technical information into easy to understand plain English guidelines, reports and communications.

# Key relationships

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| **Who** | **Why** |
| **Internal** |
| Team Leader | * 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.
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| Team members | * 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.
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| **External** |
| State and Local Government agencies, mining companies, owners/developers, private sector, industry and community stakeholders | * Establish and maintain effective relationships and communication networks.
* Engage and involve in the assessment process.
* Respond to enquiries and help resolve customer concerns and issues.
* Provide clear information and appropriate, accurate advice on current planning matters.
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**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

Nil

## Budget/expenditure

Nil

# Key knowledge and experience

* Knowledge of relevant environmental and planning legislation and processes.

# Essential requirements

* Degree in planning, environmental science or management, engineering or other relevant discipline.
* Willingness to travel and (minimum) Class C Driver’s Licence

## 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** |
| --- | --- | --- | --- |
| personal-attributes | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | Behave in an honest, ethical and professional wayBuild understanding of ethical behaviourFollow legislation, policies, guidelines and codes of conduct that apply to your role and organisationSpeak out against misconduct and illegal and inappropriate behaviourReport apparent conflicts of interest | Foundational |
| relationships | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiencesClearly explain complex concepts and arguments to individuals and groupsCreate opportunities for others to be heard, listen attentively and encourage them to express their viewsShare information across teams and units to enable informed decision makingWrite fluently in plain English and in a range of styles and formatsUse contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| relationships | **Commit to Customer Service**Provide customer-focused services in line with public sector and organisational objectives | Focus on providing a positive customer experienceSupport a customer-focused culture in the organisationDemonstrate a thorough knowledge of the services provided and relay this knowledge to customersIdentify and respond quickly to customer needsConsider customer service requirements and develop solutions to meet needsResolve complex customer issues and needsCooperate across work areas to improve outcomes for customers | Intermediate |
| relationships | **Work Collaboratively**Collaborate with others and value their contribution | Build a supportive and cooperative team environmentShare information and learning across teamsAcknowledge outcomes that were achieved by effective collaborationEngage other teams and units to share information and jointly solve issues and problemsSupport others in challenging situationsUse collaboration tools, including digital technologies, to work with others | Intermediate |
| results | **Deliver Results**Achieve results through the efficient use of resources and a commitment to quality outcomes | Seek and apply specialist advice when requiredComplete work tasks within set budgets, timeframes and standardsTake the initiative to progress and deliver own work and that of the team or unitContribute to allocating responsibilities and resources to ensure the team or unit achieves goalsIdentify any barriers to achieving results and resolve these where possibleProactively change or adjust plans when needed | Intermediate |
| results | **Plan and Prioritise**Plan to achieve priority outcomes and respond flexibly to changing circumstances | Plan and coordinate allocated activitiesRe-prioritise own work activities on a regular basis to achieve set goalsContribute to the development of team work plans and goal settingUnderstand team objectives and how own work relates to achieving these | Foundational |
| business-enablers | **Project Management**Understand and apply effective planning, coordination and control methods | Perform basic research and analysis to inform and support the achievement of project deliverablesContribute to developing project documentation and resource estimatesContribute to reviews of progress, outcomes and future improvementsIdentify and escalate possible variances from project plans | Intermediate |

## 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.

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| **Capability group/sets** | **Capability name** | **Description** | **Level** |
| personal-attributes | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| personal-attributes | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Intermediate |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| relationships | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
| results | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Intermediate |
| results | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Foundational |
| business-enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| business-enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |