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| Role Description  **Senior Planning Officer Assessment Practice** |  |

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| **Cluster** | **Planning, Housing and Infrastructure** |
| **Agency** | **Department Planning, Housing and Infrastructure** |
| **Division/Branch/Unit** | **Development Assessment and Sustainability / Infrastructure Assessment** |
| **Role number** | **Generic** |
| **Location** | **Parramatta / CBD** |
| **Classification/Grade/Band** | **Planning Officer (Professional) PO2** |
| **ANZSCO Code** | **232611** |
| **PCAT Code** | **1119192** |
| **Date of Approval** | **May 2024** |
| **Agency Website** | [Department of Planning, Housing and Infrastructure | NSW Government](https://www.nsw.gov.au/departments-and-agencies/department-of-planning-housing-and-infrastructure) |

Agency overview

The Department of Planning, Housing and Infrastructure is 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 Senior Planning Officer is responsible for developing, implementing, and maintaining operational policies, tools and processes relating to the development assessment process for State significant development and State significant infrastructure. The focus is on providing high quality support and guidance for development assessment teams to help them provide assessment advice that is strong, fair and quick.

The role also helps to drive best practice and innovation to meet Government goals for a more robust and efficient state planning system that achieves strategic infrastructure, economic and growth objectives.

# Key accountabilities

* Provide clear and accurate advice and support materials to help ensure best practice in the assessment of State significant projects, primarily for internal development assessment teams, but also the community, developers, government agencies and other stakeholder groups.
* Identify complex, sensitive, and emerging issues, and review and adapt operational policy to improve the assessment process for State significant projects.
* Participate in the development and maintenance of systems, tools and business processes to improve operational efficiency and effectiveness.
* Build and maintain effective relationships with key stakeholders through active engagement and timely response to queries.
* Engage with consultants or contractors where there is a need to source external expertise.

# Key challenges

* Identify and recommend reforms to the operation of the development assessment system to improve the quality of information produced by applicants and the department.
* Implement improvements to operational policies and processes to provide greater certainty to applicants and the community by reducing the time taken to assess State significant projects, without compromising the quality of those assessments.
* Operate in a challenging and dynamic environment, balancing internal needs against the competing interests of various external agencies, stakeholders and the community.

# Key relationships

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| **Who** | **Why** |
| **Internal** | |
| Director | * Provide advice and recommendations on assessment practice. * Keep informed of emerging and contentious issues or conflicts. * Contribute to implementation of team business plan. |
| Team Leader | * Receive instructions and guidance and provide support required. * Provide accurate technical advice and recommendations on assessment matters. * Keep informed of assessment practice 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 | * 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** | |
| State agencies and Local Government, private sector applicants and community stakeholders | * 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;
* undertaking and managing small and mid-sized assessment practice projects in line with Government and Departmental policies and procedures.

## Reporting line

The Senior Planning Officer reports to the Team Leader and the Director Assessment Practice.

## Direct Reports

## Nil

## Budget/Expenditure

## Nil

# Key knowledge and experience

* Demonstrated knowledge of relevant environmental assessment practice and policy
* Knowledge of NSW legislation, statutory requirements and policies applying to environmental impact assessment (particularly in relation to State significant proposals)
* Proven experience in stakeholder engagement and project management.

# Essential requirements

* Degree in planning or other relevant discipline
* Willingness to travel and (minimum) Class C Driver’s License.

# 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.

| **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 |
|  | **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 | | Encourage a culture that recognises the value of collaboration  Build cooperation and overcome barriers to information sharing and communication across teams and units  Share lessons learned across teams and units  Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work  Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | Adept |
|  | **Plan and Prioritise**  Plan to achieve priority outcomes and respond flexibly to changing circumstances | | Consider the future aims and goals of the team, unit and organisation when prioritising own and others’ work  Initiate, prioritise, consult on and develop team and unit goals, strategies and plans  Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses  Ensure current work plans and activities support and are consistent with organisational change initiatives  Evaluate outcomes and adjust future plans accordingly | Adept |
|  | **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 |
|  | **Project Management**  Understand and apply effective planning, coordination and control methods | | Perform basic research and analysis to inform and support the achievement of project deliverables  Contribute to developing project documentation and resource estimates  Contribute to reviews of progress, outcomes and future improvements  Identify 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.

| **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 | Adept |
|  | Manage Self | | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
|  | 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 | Adept |
|  | Deliver Results | | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
|  | Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Adept |
|  | 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 |
|  | Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |