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| **Cluster** | Planning & Environment |
| **Agency** | Department of Planning and Environment |
| **Division** | Planning Services  |
| **Location** | Sydney |
| **Classification/Grade/Band** | Planning Officer (Professional) PO3 |
| **Role Number** | Various |
| **ANZSCO Code** | 232611 |
| **PCAT Code** | 1119192 |
| **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 Executive Planning Officer provides high-level technical planning advice and support to the Deputy Secretary to achieve Department and Government objectives and comply with the requirements of environmental and planning legislation.

# Key accountabilities

* Provide executive planning support to the Deputy Secretary to undertake strong, fair and quick decision-making
* Coordinate, prepare, review and edit planning and assessment briefings and reports, House Folder Notes, Parliamentary questions, Budget Estimates Committee information, Cabinet Minutes and submissions, for the consideration of the Deputy Secretary
* Oversee efficient correspondence flow, and coordinate and prepare timely and accurate advice, quality information and reports for a diverse range of stakeholders on management, policy, program and service delivery, operational and technical planning issues
* Provide support for developing and reporting on Department business plan objectives and divisional goals, measures and deliverables; and coordinate and prepare the Division’s input to the Department’s Annual Report, and reporting against State and Premier’s priorities
* Maintain effective working partnerships and relationships with Department officers within and outside the Division to coordinate, collaborate on, and prepare whole-of-Department advice on key complex and controversial planning matters; convene, participate in and provide secretariat support to divisional and inter-divisional meetings and workshops; and support the achievement of the Department’s business plan goals and objectives
* Prepare and coordinate research and analysis, distil and synthesise key issues in a pragmatic manner, and consolidate recommendations and responses on diverse and complex policy, technical planning and operational matters to support best practice planning and assessment processes and Departmental and Ministerial decision-making

# **Key** challenges

* Anticipate, prioritise and manage major contentious and sensitive planning and assessment issues within tight timeframes
* Coordinate and provide a large number of considered advices and accurate responses to requests for information, to facilitate strong, fair and quick decisions on complex planning and assessment matters
* Translate technical and complex information quickly, and coordinate quality and timely plain English papers and briefings in an environment of competing and high volume priority work demands and divergent stakeholder perspectives

Key relationships

| Who |  Why |
| --- | --- |
| **Ministerial** |  |
| Office of the Minister | * Establish and maintain effective working relationships
* Provide an interface for timely and accurate briefings, advice on special projects and reports, and responses to requests
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| **Internal** |  |
| Deputy Secretary | * Receive instructions and manage priorities, needs and expectations
* Assist in the executive management and functioning of the Division
* Provide proactive advice, guidance and reports on status of projects, and resolution of planning and assessment issues,
* Escalate new, emerging or complex issues, and prioritise the resolution of major issues
* Ensure reporting is of a high quality, to facilitate strong, fair and quick decisions
* Contribute to development and implementation of Division business plans, goals, measures and deliverable
* Participate in divisional and inter-divisional meetings, and contribute to projects to improve planning and assessment
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| Division Executive and teams | * Establish and maintain effective working partnerships
* Provide accurate and timely advice on Division priorities, performance benchmarks and reporting frameworks
* Liaise to negotiate outcomes and timeframes for delivery of key projects and outcomes
* Liaise to gain input and required information and to coordinate the preparation of submissions, briefs, reports, reviews and responses
* Collaborate to follow through the resolution and development of innovative solutions for identified matters and issues
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| Department executives, including in the Office of the Secretary, Policy & Strategy, Planning & Design, Media, Community and Stakeholder Engagement (particularly Ministerial and Executive Services), and Finance and Operations. | * Establish and maintain effective working relationships
* Liaise to provide and obtain information, coordinate major submissions and undertake reviews
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| **External** |  |
| Other state and local government agencies | * Build and maintain effective relationships
* Liaise with senior stakeholders to represent the Deputy Secretary
* Consult, provide and obtain information to facilitate implementation of Division objectives
* Identify issues and concerns and facilitate solutions and outcomes
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| Industry and professional groups, service providers, media, community and individual stakeholders | * Build and maintain effective relationships
* Engage to obtain input to program review and development of effective solutions to identified issues
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# Role dimensions

## Decision making

The Executive Planning Officer:

* plans and prioritises work to address competing deadlines, often with little or no supervision
* works within applicable legislation, and Government sector and Department policy, regulatory and procedural frameworks and delegations to ensure business operations and project outcomes comply.

## Reporting line

The Executive Planning Officer reports to the Divisional Deputy Secretary.

## Direct reports

Nil

## Budget/Expenditure

Nil

Essential requirements

* Degree qualification in a planning related discipline
* Practical knowledge of the working of government and its processes

# 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](http://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** |
|  | **Display Resilience and Courage** | **Advanced**  |
| **Act with Integrity** | **Advanced**  |
| **Manage Self** | **Advanced**  |
| Value Diversity | Adept |
|  | **Communicate Effectively**  | **Advanced** |
| Commit to Customer Service | Adept |
| **Work Collaboratively**  | **Advanced** |
| Influence and Negotiate | Adept |
|  | **Deliver Results** | **Adept** |
| **Plan and Prioritise**  | **Adept** |
| **Think and Solve Problems**  | **Advanced** |
| Demonstrate Accountability | Adept |
|  | Finance | Intermediate |
| Technology | Adept |
| 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** |
| Display Resilience and Courage | Advanced | Stay calm and act constructively in highly pressured and unpredictable environmentsGive frank and honest feedback/adviceAccept criticism of own ideas and respond in a thoughtful and considered way Welcome new challenges and persist in raising and working through novel and difficult issues * Develop effective strategies and show decisiveness in dealing with emotionally charged situations, difficult and controversial issues
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| **Personal Attributes**Act with Integrity | Advanced | Model the highest standards of ethical behaviour and reinforce them in others Represent the organisation in an honest, ethical and professional way and set an example for others to follow Ensure that others have a working understanding of the legislation and policy framework within which they operate Promote a culture of integrity and professionalism within the organisation and in dealings external to government Monitor ethical practices, standards and systems and reinforce their use Act on reported breaches of rules, policies and guidelines  |
| Manage Self | Advanced | Act as a professional role model for colleagues, set high personal goals and take pride in their achievementActively seek, reflect and act on feedback on own performanceTranslate negative feedback into an opportunity to improveMaintain a high level of personal motivationTake the initiative and act in a decisive way |
| **Relationships**Communicate Effectively | Advanced | Present with credibility, engage varied audiences and test levels of understandingTranslate technical and complex information concisely for diverse audiencesCreate opportunities for others to contribute to discussion and debate Actively listen and encourage others to contribute inputsAdjust style and approach to optimise outcomesWrite fluently and persuasively in a range of styles and formats |
| **Relationships**Work Collaboratively | Advanced | Build a culture of respect and understanding across the organisation Recognise outcomes which resulted from effective collaboration between teams Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions |
| **Results**Deliver Results | Adept | Drive a culture of achievement and acknowledge input of othersInvestigate and create opportunities to enhance the achievement of organisational objectivesMake sure others understand that on-time and on-budget results are required and how overall success is definedControl output of business unit to ensure government outcomes are achieved within budgetProgress organisational priorities and ensure effective acquisition and use of resourcesSeek and apply the expertise of key individuals to achieve organisational outcomes |
| **Results**Plan and prioritise | Adept | Take into account future aims and goals of the team/unit and organisation when prioritising own and others’ work Initiate, prioritise, consult on and develop team/unit goals, strategies and plans Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses Ensure current work plans and activities support and are consistent with organisational change initiatives Evaluate achievements and adjust future plans accordingly |
| **Results**Think and Solve Problems | Advanced | 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 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 |
| **Business Enablers**Project Management | Adept | Prepare clear project proposals and define scope and goals in measurable 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 |