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| **Cluster** | Planning & Environment |
| **Agency** | Department of Planning and Environment |
| **Division** | Energy, Water and Portfolio Strategy/ Water and Utilities |
| **Location** | Valentine Ave, Parramatta |
| **Classification/Grade/Band** | PO3 |
| **Role Number** | 39244 |
| **ANZSCO Code** | 232611 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | August 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**

Work with a multi-disciplinary team of specialists to deliver Water and Utilities branch’s strategy and programs to improve the contribution water makes to the liveability, productivity and resilience of urban communities across Greater Sydney.

**Key accountabilities**

* Undertake policy reviews and deliver integrated water cycle planning projects to achieve Government and Departmental commitments in relation to the Greater Sydney’s water strategies, programs and related policy areas.
* Research, analyse and evaluate complex, sensitive or emerging policy, planning and infrastructure issues to formulate, recommend and develop innovative options and solutions.
* Provide high quality and timely advice on metropolitan water planning matters to support relevant Ministers, the Metropolitan Water CEO’s Committee and the Departmental Executive including: briefings and reports, House Folder Notes, Parliamentary questions, Budget Estimates Committee information, Cabinet Minutes and submissions.
* Represent the Department on external committees and maintain effective working relationships with staff within Government agencies and with external stakeholders.
* Assist the Manager, Strategic Policy to encourage high performance across the team and to develop the capacity of the team to deliver high quality integrated water planning, policy analysis and advice.
* Participate in and provide secretariat support to cross-agency meetings and workshops and support community and stakeholder engagement activity.
* Monitor and evaluate the branch’s programs, policy recommendations and projects to assess their appropriateness, effectiveness and the social, environmental and economic impacts.

**Key** **challenges**

* Dealing with a diverse range of complex policy and conceptual issues, in order to recommend practical solutions, often within limited timeframes.
* Exercising fine judgement in a context of rapidly changing priorities and conflicting perspectives.
* Establishing rigorous project management, managing multiple policy issues, implementing and reviewing systems and methodologies.

**Key relationships**

| **Who** |  **Why** |
| --- | --- |
| **Internal** |  |
| Manager and Director | * Receive instructions and manage priorities, needs and expectations
* Assist in the management and functioning of the Team and provide assistance with day-to-day management of team activities
* 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 decisions
* Provide clear technical advice and recommendations on a range of matters
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| Team members | * Supervise, mentor and guide to achieve unit objectives
* Collaborate to share information on programs and projects
* Provide technical advice and assist with complex, sensitive and conflicting issues and objectives
* Encourage and seek ideas to improve program and service delivery
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| **External** |  |
| Commonwealth, State and Local NSW Government agencies, industry representatives  | * Build and maintain effective partnerships, relationships and communication networks
* Provide clear and high quality information and advice
* Liaise to ensure understanding and acceptance of program direction and recommendations
* Respond to enquiries, resolve concerns and deal with complex and contentious issues
* Collaborate to follow through the resolution and development of innovative solutions for identified matters and issues
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| External contractors and consultants | * Manage external service provider arrangements
* Set clear performance parameters, monitor delivery of services and resolve issues to improve service outcomes
* Represent the Department at community and stakeholder events
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**Role dimensions**

**Decision making**

The Principal 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 Principal Planning Officer reports to the Manager Strategic Policy.

**Direct reports**

The Principal Planning Officer does not have any direct reports but may be required to provide day to day guidance and supervision to the Senior Planning Officer.

**Budget**

Nil.

**Essential requirements**

Degree in urban/town planning, urban design, economics, environmental management, engineering or other related field or relevant experience.

Demonstrated understanding and experience in the water industry and/or in policies governing land use planning, environmental assessment or environmental regulation

**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** |
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| **Capability Group** | **Capability Name** | **Level** |
|  | Display Resilience and Courage | Adept |
| **Act with Integrity** | **Adept** |
| Manage Self | Advanced |
| Value Diversity | Adept |
|  | **Communicate Effectively**  | **Adept** |
| 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 | Intermediate |
| Procurement and Contract Management | Adept |
| **Project Management**  | **Advanced** |

**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 | Adept | * Represent the organisation in an honest, ethical and professional way and encourage others to do so
* 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
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| **Relationships**Communicate Effectively | Adept | * 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
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| **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
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| **Relationships**Influence and Negotiate | Adept | * Negotiate from an informed and credible position
* Lead and facilitate productive discussions with staff and stakeholders
* Encourage others to talk, share and debate ideas to achieve a consensus
* Recognise and explain the need for compromise
* Influence others with a fair and considered approach and sound arguments
* Show sensitivity and understanding in resolving conflicts and differences
* Manage challenging relations with internal and external stakeholders
* Pre-empt and minimise conflict
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| **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
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| **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
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| **Business Enablers**Project Management | Advanced | * Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts
* Access key subject-matter experts’ knowledge to inform project plans and directions
* Implement effective stakeholder engagement and communications strategy for all stages of projects
* Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning
* Develop effective strategies to remedy variances from project plans, and minimise impacts
* Manage transitions between project stages and ensure that changes are consistent with organisational goals
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