

Role Description

Environmental Planning Officer



Regional
NSW

Cluster	Regional NSW
Department	Department of Regional NSW
Division/Branch/Unit	Public Works Advisory and Regional Development
Location	Sydney
Classification/Grade/Band	Clerk Grade 3/4
Role Family	Bespoke/Science & Engineering/Deliver
ANZSCO Code	234312
PCAT Code	1119192
Date of Approval	December 2021
Agency Website	www.drnsw.nsw.gov.au or www.publicworks.nsw.gov.au

Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

Public Works Advisory (PWA) is part of the Department of Regional NSW and supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, design, delivery and support services. Our work is in the hospitals, dams, water treatment plants and high schools – the real foundations of prosperous communities. Every day we help shape the ambitious projects that bring progress to more people in NSW. From forging a more sustainable relationship with the land around us, to engineering the big ideas of the future. In every challenge we see the chance to build stronger and more connected communities.

In PWA offices all over the state, you'll find local expertise for local issues. We uncover the best talent, scrutinise cost and risk, and bridge the gap between private sector and government.

Primary purpose of the role

Provide land use planning and technical support to meet the client needs and ensures the consistent delivery of outcomes, within agreed timeframes and budget, to deliver the client's objectives and critical success factors. Contribute to the operation of the service line so that it is a viable commercial business providing value for money for clients.

Key accountabilities

- Provide land use planning support to team members and clients to deliver optimal technical, economic and environmental solutions.
- Assist the Senior Environmental Planner with the delivery of large and complex planning projects to the agreed quality, and within time and budget constraints.
- Provide assistance, where necessary, to the Environment and Planning team in preparing and delivering environmental impact assessments for a wide range of infrastructure projects.
- Identify the learning and development needs for yourself to build on technical and project delivery capability.
- Demonstrate a safety culture which is focused on implementation of the Public Works Advisory (PWA) Safety Management System and processes to meet legislative and safety certification requirements.
- Build and nurture existing client relationships and promote the technical and project capabilities of PWA and the team to external and internal clients in order to ensure the growth and viability of the business
- Provide a high quality advisory service, providing environmental planning information and advice to inform and respond to client needs.

Key challenges

- Developing and applying innovative planning solutions to challenging infrastructure projects within agreed time, budget and financial parameters.
- Working within a team environment and projects across numerous disciplines, whilst promoting and sustaining a client centric team culture.
- Creating and maintaining strong working relationships with clients and industry stakeholders in an environment of strong competition while managing current workloads.

Key relationships

Who	Why
Internal	
Principal Environmental Scientist/ Senior Environmental Planner	<ul style="list-style-type: none"> • Provide advice and escalate issues, keep informed, advise, receive guidance and instructions • Identify business development opportunities • Participate in discussions and decisions regarding service delivery and operational improvement
Work Team	<ul style="list-style-type: none"> • Work collaboratively to achieve business outcomes • Participate in discussions and meetings regarding solution development and to share information
Client/Customer	<ul style="list-style-type: none"> • Provide advice relating to environmental planning and assist in resolving issues within technical expertise, to achieve cost effective solutions • Ensure effective communication, seek clarification and provide advice and responses to ensure prompt resolution of issues
External	
Client Stakeholders	<ul style="list-style-type: none"> • Provide advice relating to environmental planning and assist in resolving issues within technical expertise, to achieve cost effective solutions

- Develop an understanding of key client needs, issues and priorities

Role dimensions

Decision making

The role acts independently in relation to routine administrative and clerical duties provided the decisions are in accordance with legislation and Department policy and accord with the plans and priorities of the Directorate. In this context the role:

- establishes daily work routines in relation to the core functions of the role
- completes tasks in consultation with team members and in accordance with the priorities determined by the supervisor
- exercises good judgment in responding to general external and internal enquiries and refers complex or contentious issues to relevant team members
- consults with the supervisor where clarification of priorities is required, or sensitive or contentious issues arise.

Reporting line

This role reports to the Senior Environmental Planner / Principal Scientist.

Direct reports

This role does not have any direct reports.

Budget/Expenditure

As per the PWA Delegations Manual – the role contributes to the achievement of annual revenue and net cost of services targets and deliver projects to budget.

Key knowledge and experience

- Knowledge of and familiarity with NSW planning legislation and environmental planning instruments including the State Environmental Planning Policy (Infrastructure) 2007.
- Knowledge and an understanding of environmental impact assessment process, including key legislation and requirements, and a willingness to undertake this work as required.

Essential requirements

- Completion or near completion of a Degree in Environmental Planning or equivalent, with eligibility for future member status to the Planning Institute of Australia and New Zealand.
- A valid NSW Driver's license and willingness to drive to remote locations which may include overnight stays (as required).
- Evidence of the COVID-19 vaccination must be provided upon commencement of employment. This is a condition of engagement should you be successfully appointed to a position within the Department of Regional NSW (which includes Local Land Services and the Soil Conservation Service).

Capabilities for the role

The [NSW public sector 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	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth, and develop and apply new skills Seek feedback from colleagues and stakeholders Stay motivated when tasks become difficult 	Intermediate
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<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 to gain an understanding and ask appropriate, respectful questions Promote the use of inclusive language and assist others to adjust where necessary Monitor own and others' non-verbal cues and adapt where necessary Write and prepare material that is well structured and easy to follow Communicate routine technical information clearly 	Intermediate




 <p>Relationships</p>	<p>Commit to Customer Service</p> <p>Provide customer-focused services in line with public sector and organisational objectives</p>	<ul style="list-style-type: none"> • Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers 	<p>Intermediate</p>
 <p>Relationships</p>	<p>Work Collaboratively</p> <p>Collaborate with others and value their contribution</p>	<ul style="list-style-type: none"> • Build a supportive and cooperative team environment • Share information and learning across teams • Acknowledge outcomes that were achieved by effective collaboration • Engage other teams and units to share information and jointly solve issues and problems • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others 	<p>Intermediate</p>
 <p>Relationships</p>	<p>Influence and Negotiate</p> <p>Gain consensus and commitment from others, and resolve issues and conflicts</p>	<ul style="list-style-type: none"> • Use facts, knowledge and experience to support recommendations • Work towards positive and mutually satisfactory outcomes • Identify and resolve issues in discussion with other staff and stakeholders • Identify others' concerns and expectations • Respond constructively to conflict and disagreements and be open to compromise • Keep discussions focused on the key issues 	<p>Intermediate</p>
 <p>Results</p>	<p>Deliver Results</p> <p>Achieve results through the efficient use of resources and a commitment to quality outcomes</p>	<ul style="list-style-type: none"> • Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed 	<p>Intermediate</p>

	<p>Think and Solve Problems</p> <p>Think, analyse and consider the broader context to develop practical solutions</p>	<ul style="list-style-type: none"> Identify the facts and type of data needed to understand a problem or explore an opportunity Research and analyse information to make recommendations based on relevant evidence Identify issues that may hinder the completion of tasks and find appropriate solutions Be willing to seek input from others and share own ideas to achieve best outcomes Generate ideas and identify ways to improve systems and processes to meet user needs 	Intermediate
	<p>Project Management</p> <p>Understand and apply effective planning, coordination and control methods</p>	<ul style="list-style-type: none"> 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	Foundational
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational

	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational