

Role Description

Development Officer



Cluster	Planning, Housing and Infrastructure
Agency	Department of Planning, Housing and Infrastructure
Division/Branch/Unit	Property Development and Valuation / Property & Development NSW
Location	Queanbeyan, Orange and Parramatta
Classification/Grade/Band	Clerk Grade 7/8
Role Family	Bespoke/Projects & Programs/Delivery
ANZSCO Code	511112
PCAT Code	1449192
Date of Approval	January 2024 (updated from May 2023, August 2021; and January 2020)
Agency Website	https://www.nsw.gov.au/departments-and-agencies/department-of-planning-housing-and-infrastructure

Agency overview

The Department of Planning, Housing and Infrastructure (DPHI) improves the liveability and prosperity of NSW. To achieve this, we:

- create vibrant, productive spaces and precincts;
- manage lands, assets and property effectively; and
- deliver affordable and diverse housing.

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 builds the cultural capability of our department to improve outcomes with, and for, Aboriginal people, communities and entities.

Property, Development and Valuation (the Group) within Department of Planning, Housing and Infrastructure (DPHI) oversees the management of NSW Government real property assets, including the management of the NSW Government's social housing portfolio and oversight of strategic use and disposal of government owned land. The Group includes Property and Development NSW, Waste Assets Management Corporation, Hunter Central Coast Development Corporation, Aboriginal Housing Office, Valuation NSW and the Land and Housing Corporation.

The Group leverages public and private sector expertise to improve place-based outcomes, providing greater access and choice of housing through initiatives such as an end-to-end housing strategy, and improving outcomes for Aboriginal communities to maximise community benefit from government owned land and property.

Primary purpose of the role

Support the effective management of advisory, development and transaction projects for government property assets or portfolios. The role works closely with a range of internal and external stakeholders.



Key accountabilities

- Provide a range of project management and support services to realise optimal project outcomes for a diverse range of property types allowing for factors including urban design, environmental, planning and heritage constraints, political and community interests and landscape challenges.
- Perform research, due diligence and support strategy development demonstrating an ability to make informed recommendations allowing for factors including financial return, time, quality, opportunity and risk.
- Work and collaborate with service providers in technical disciplines including environmental, heritage, planning, legal, construction, infrastructure, communications, quantity surveying, architecture, leasing and sales.
- Support the management of projects ensuring adherence to applicable policies, procedures and guidelines
- Assist in the preparation and management of project reports addressing performance against approved milestones and objectives, records, financial budgets and invoicing.

Key challenges

- Delivering a range of project management and support activities, given tight deadlines and the need to manage competing priorities.
- Identifying and anticipating potential problems with project components and providing input into solutions.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Receive and clarify guidance and instructions and report on progress against work plans • Escalate and discuss issues.
Senior Executive	<ul style="list-style-type: none"> • Develop stakeholder support with Property and Development NSW business units and other agencies and clusters to ensure Property and Development NSW is able to execute projects and optimise results, in line with organisational strategy.
Client/Customer	<ul style="list-style-type: none"> • Develop stakeholder support with Property and Development NSW business units and other agencies and clusters to ensure Property and Development NSW is able to execute projects and optimise results, in line with government decisions and / or client instructions. • Contribute to a client-focussed approach to service delivery
Work Team	<ul style="list-style-type: none"> • Work collaboratively with the Property and Development NSW Team.
External	
Service Providers / Industry Professionals / Consultants	<ul style="list-style-type: none"> • Management of service providers so that they provide accurate and timely support around environmental consultancy, planners, architects, quantity surveyors, heritage consultancy, legalities, valuations, DCFs, construction management, infrastructure works, community groups, leasing and sales.

Role dimensions

Decision making

- Determines and manages own work load and priorities and makes day to day decisions regarding tasks in accordance with agreed actions and identified outcomes.
- Deals with confidential, sensitive and/or contentious matters.
- Exercises discretion in the approach, advice and recommendations provided and consults with manager as required or regarding any issues.

Decision making

Nil

Reporting line

Senior Development Manager

Direct reports

Nil

Budget/Expenditure

As per DPHI Delegations

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
	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none">• Be flexible and adaptable and respond quickly when situations change• Offer own opinion and raise challenging issues• Listen when ideas are challenged and respond appropriately• Work through challenges• Remain calm and focused in challenging situations	Intermediate

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	<p>Manage Self</p> <p>Show drive and motivation, an ability to self-reflect and a commitment to learning</p>	<ul style="list-style-type: none"> • Keep up to date with relevant contemporary knowledge and practices • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate and maintain a high level of personal motivation 	Adept
 <p>Relationships</p>	<p>Communicate Effectively</p> <p>Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> • 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
 <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"> • Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for 	Adept
	<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

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> Understand all components of the project management process, including the need to consider change management to realise business benefits Prepare clear project proposals and accurate estimates of required costs and resources Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements Identify and evaluate risks associated with the project and develop mitigation strategies Identify and consult stakeholders to inform the project strategy Communicate the project's objectives and its expected benefits Monitor the completion of project milestones against goals and take necessary action Evaluate progress and identify improvements to inform future projects 	Adept

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.

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	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

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate