

Role Description

Planning Officer



Planning,
Industry &
Environment

fCluster	Planning, Industry & Environment
Agency	Department of Planning, Industry & Environment
Division/Branch/Unit	Places, Design & Public Spaces
Location	Various
Classification/Grade/Band	Planning Officer (Professional) 1B
Kind of Employment	Ongoing / Temporary
Role Number	Various
ANZSCO Code	232611
PCAT Code	1111192
Date of Approval	2019
Agency Website	www.dpie.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster brings together the functions from the former Planning & Environment and Industry Clusters.

The new Cluster will drive for greater levels of integration and efficiency across key areas such as long term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries.

Primary purpose of the role

The Planning Officer assists with the implementation of strategic planning projects, regional plans and state-wide regional planning frameworks to ensure Government objectives for State, regional and local planning are achieved.

Key accountabilities

- Undertake allocated projects involving implementation of regional plans, state-wide regional planning frameworks and strategic planning programs, projects and activities to assist achieve state, regional and local planning objectives.
- Undertake research and analysis projects, including the collation and management of data and information to identify issues and suggest a range of options and solutions to achieve strategic planning program commitments
- Respond to internal and external stakeholder enquiries and provide information and advice on current strategic planning matters to enhance quality service delivery and consistent understanding and application of policies and practices related to the NSW planning system
- Prepare reports, submissions, briefing notes, letters and other correspondence to support decision making and respond to stakeholder requests

- Contribute to the development and maintenance of systems, policies and processes to enhance effective team operations

Key challenges

- Produce high quality work on a range of planning matters and respond to enquiries in a timely manner within applicable legislation, regulatory and policy frameworks
- Identify and contribute to planning initiatives in a dynamic and complex environment with tight timeframes, competing priorities and conflicting stakeholders needs, views and opinions
- Translate complex technical information into easy to understand plain English guidelines, reports and communications

Key relationships

Who	Why
Internal	
Team Leader	<ul style="list-style-type: none"> • Receive instructions and guidance and provide support required • Receive feedback and coaching to support performance improvement and development • Contribute advice and recommendations on a range of planning issues • Provide regular work program and priority updates • Escalate and keep informed of new, emerging or sensitive issues or conflicts • Contribute to development and implementation of team work program
Team members	<ul style="list-style-type: none"> • Collaborate to share information on programs and projects • Participate in team meetings and share information and ideas to improve program, service delivery and work outcomes
External	
State Government agencies, local councils, private sector, industry and community stakeholders	<ul style="list-style-type: none"> • Establish and maintain effective relationships and communication networks • Provide clear information and accurate advice on current planning matters • Respond to enquiries and help resolve customer concerns and issues

Role dimensions

Decision making

The Planning Officer:

- Receives direction, instruction, advice and guidance from the Team Leader and other staff but has responsibility for setting own day to day work priorities within the overall agreed work program
- Is fully accountable for the content, accuracy, validity and integrity of projects undertaken
- Must consult with the Team Leader on significant issues or conflicts arising during work performed
- Operates within legislative and regulatory provisions, public sector frameworks, Department strategic and business plans, policies, delegations, budget and resource parameters

Reporting line

The Planning Officer reports to the Team Leader.

Essential requirements



- University degree qualification or other equivalent qualification
- Willingness to travel and (minimum) Class C Driver's Licence

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

Capability summary

Below is a 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.

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Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Foundational
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Adept
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

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 Display resilience and courage	Adept	<ul style="list-style-type: none"> • Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback/advice • Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively • Raise and work through challenging issues and seek alternatives • Keep control of own emotions and stay calm under pressure and in challenging situations
Personal Attributes Act with Integrity	Foundational	<ul style="list-style-type: none"> • Behave in an honest, ethical and professional way • Take opportunities to clarify understanding of ethical behaviour requirements • Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role • Speak out against misconduct, illegal and inappropriate behaviour • Report apparent conflicts of interest
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • 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 format
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> • 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate achievements and adjust future plans accordingly • Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> • Perform basic research and analysis which others will use to inform project directions • Understand project goals, steps to be undertaken and expected outcomes • Prepare accurate documentation to support cost or resource estimates • Participate and contribute to reviews of progress, outcomes and future improvements • Identify and escalate any possible variance from project plans