

# Role Description

## Projects Officer (Planning)

Role Description Fields	Details
Cluster	Regional NSW
Department/Agency	Department of Regional NSW
Division/Branch/Unit	Northern Rivers Reconstruction Corporation (NRRC)
Role number	
Classification/Grade/Band	Clerk Grade 9/10
Senior executive work level standards	Not Applicable
ANZSCO Code	232611
PCAT Code	2119192
Date of Approval	07 July 2022
Agency Website	<a href="http://www.nsw.gov.au/regional-nsw">www.nsw.gov.au/regional-nsw</a>

### Agency overview

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

The Northern Rivers Reconstruction Corporation (NRRC) is a development corporation established following the 2022 floods across the Lismore and Northern Rivers region of NSW. The NRRC manages the rebuilding of these communities by coordinating planning, rebuilding and construction work across multiple government agencies. The NRRC works with the Northern Rivers Administrative Corporation in the following local government areas: Ballina; Byron, Clarence Valley; Lismore; Richmond Valley; Tweed, and Kyogle.

The NRRC operates as a 'front door to government' for all reconstruction and development activities in the Northern Rivers. It will set and implement reconstruction priorities in the region and work with government agencies and departments to deliver those priorities quickly.

### Primary purpose of the role

This role works on the delivery of planning projects to support the NRRC organisational objectives. The role provides support and direction on projects to deliver on the strategic planning, infrastructure, economic and growth objectives of the Northern Rivers.

### Key accountabilities

- Implement and support the delivery of planning work programs in accordance with the NRRC's objectives.
- Review and advise on planning proposals and infrastructure projects in the Northern Rivers to enable the issue of streamlined planning approvals.

- Identify, analyse and evaluate key issues, recommend innovative options, solutions, practices and processes to enable timely responses to customer enquiries.
- Contribute to the development and maintenance of systems and ongoing improvements to increase team efficiency and effectiveness and customer experience.
- Assist in the development of strategic planning policy (delivery plans) and implementation to facilitate effective fast track planning processes in the Northern Rivers.
- Develop and maintain effective stakeholder relationships to improve program, service delivery and to contribute to achieving team outcomes.

## Key challenges

- Applying a high-quality outcomes focused lens to development proposals whilst achieving corporate timeframe milestones.
- Delivering competing projects and contributing to the resolution of solutions in a fast paced, complex and dynamic environment.

## Key relationships

### Internal

Who	Why
Manager	<ul style="list-style-type: none"> <li>• Receive guidance and provide regular updates on key projects, issues and priorities</li> <li>• Receive instructions, contribute to and support the development, implementation, monitoring and reporting of the corporation's work program</li> <li>• Provide accurate technical advice and recommendations on assessment matters.</li> <li>• Keep informed of assessment performance against established standards.</li> <li>• Identify new or emerging issues/risks and their implications and propose solutions</li> </ul>
Team	<ul style="list-style-type: none"> <li>• Build and maintain effective working relationships</li> <li>• Participate in team meetings to share program and project information</li> <li>• Contribute ideas and work collaboratively to improve program, service delivery and contribute to achieving team outcomes</li> </ul>
Other Department business units	<ul style="list-style-type: none"> <li>• Provide advice on strategic planning and policy issues</li> <li>• Report and provide updates on project progress</li> <li>• Consult and collaborate to resolve issues, define mutual interests and determine strategies to achieve their realisation</li> <li>• Work with other team members to build and maintain effective working relationships with internal stakeholders to facilitate the development and implementation of plans for Special Activation</li> <li>• Precincts</li> </ul>

### External

Who	Why
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Key external stakeholders including the Deputy Premier's Office, NSW Government agencies and regional local Councils	<ul style="list-style-type: none"> <li>• Establish and maintain effective relationships and communication networks</li> <li>• Liaise to ensure effective coordination and cooperation to respond to enquiries and resolve complex issues</li> </ul>
External contractors and consultants	<ul style="list-style-type: none"> <li>• Provide advice on project related matters</li> <li>• Report and provide updates on projects and planning matters, as required</li> </ul>
Landowners/developers, private sector, industry and community stakeholders	<ul style="list-style-type: none"> <li>• Establish and maintain effective relationships and communication networks</li> <li>• Liaise to ensure effective coordination and cooperation to respond to enquiries, deal with complex issues, and resolve customer concerns.</li> </ul>

## Role dimensions

### Decision making

- Day to day management of their own work priorities within agreed parameters and approved individual and team work plans.
- Providing information and advice to internal and external enquirers on relevant protocol, policies and procedures, referring to a supervisor any matters which fall outside of standard guidelines and practice.

### Reporting line

This role reports to Manager, Planning

### Direct reports

Nil

### Budget/Expenditure

TBA

## Key knowledge and experience

- Knowledge of relevant planning legislation and its practical application
- Experience in the field of environmental impact assessment, development applications and/or preparation of review of environmental factors
- Experience in stakeholder engagement and project management

## Essential requirements

- Tertiary qualifications in planning or other relevant discipline or equivalent experience
- Willingness to travel and (minimum) Class C Driver's License

## 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
	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct and illegal and inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest and encourage others to do so</li> </ul>	Intermediate
	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>• Tailor communication to diverse audiences</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Create opportunities for others to be heard, listen attentively and encourage them to express their views</li> <li>• Share information across teams and units to enable informed decision making</li> <li>• Write fluently in plain English and in a range of styles and formats</li> <li>• Use contemporary communication channels to share information, engage and interact with diverse audiences</li> </ul>	Adept
	<b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> <li>• Take responsibility for delivering high-quality customer-focused services</li> <li>• Design processes and policies based on the customer's point of view and needs</li> <li>• Understand and measure what is important to customers</li> <li>• Use data and information to monitor and improve customer service delivery</li> <li>• Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers</li> <li>• Maintain relationships with key customers in area of expertise</li> <li>• Connect and collaborate with relevant customers within the community</li> </ul>	Adept



### Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- 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

Intermediate



### Plan and Prioritise

Plan to achieve priority outcomes and respond flexibly to changing circumstances

- Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work
- Initiate, prioritise, consult on and develop team and unit goals, strategies and plans
- Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses
- Ensure current work plans and activities support and are consistent with organisational change initiatives
- Evaluate outcomes and adjust future plans accordingly

Adept



### Project Management

Understand and apply effective planning, coordination and control methods











- 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.

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	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
	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
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
	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
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate