

# Role Description

## Principal Statutory Planner

Agency	NSW Department of Education
Division/Branch/Unit	SINSW/Infrastructure Planning/Statutory Planning
Location	George St, Sydney
Classification/Grade/Band	Clerk Grade 11/12
Kind of Employment	Ongoing and Temporary
Role Number	IP107,IP108,IP109,IP110
ANZSCO Code	224412
PCAT Code	1119192
Date of Approval	November 2019
Agency Website	<a href="http://education.nsw.gov.au">education.nsw.gov.au</a> <a href="http://schoolinfrastructure.nsw.gov.au">schoolinfrastructure.nsw.gov.au</a>

### Agency overview

The NSW Department of Education provides, funds and regulates education services for NSW students from early childhood to secondary school, delivering world-class education through its public schools and providing funding support to non-government schools. We employ, develop and support teachers, leaders and other staff to deliver the best outcomes for students and to advance the wellbeing of Aboriginal people.

School Infrastructure NSW (SINSW) is delivering new school buildings, major upgrades and maintenance strategies to ensure every school-aged child has access to high quality education facilities at their local public school. This encompasses the largest investment in public education infrastructure in the history of NSW.

### Primary purpose of the role

Provide specialist statutory planning services and advice to facilitate the development, delivery and implementation of a portfolio of planning and asset management initiatives to schools within the delegated geographical area that meet NSW planning legislation.

### Key accountabilities

- Undertake research, analysis and review of complex planning issues including identifying emerging issues to develop evidence-based options, strategies, advice, reports and briefings on State and local government planning policies, regulations and legislation affecting the delivery of education and training and asset proposals to NSW schools.
- Proactively collaborate with project directors, project officers and key government stakeholders in managing the state significant and local government development approval processes, including attending pre-DA meetings, managing the development application process and providing quality assurance reviews of all Environmental Impact Statements (EIS), Statement of Environmental Effects (SEE) and Review of Environmental Factors (REF) documentation, negotiating conditions of consent,

review of post-approval management plans and ensuring on-going compliance with development consent requirements.

- Prepare briefs and responses to correspondence and enquiries relating to the policy and procedures impacting on the physical assets owned and operated by the department, procuring and managing external specialist contractors as necessary.
- Assess the impact of development applications by third parties on departmental assets and operations and provide advice to internal stakeholders and prepare submissions to local councils.
- Proactively provide advice on various aspects of statutory and strategic planning requirements, including the preparation of preliminary planning due diligence advice to internal and external customers to assist in their understanding of the approval processes.
- Provide planning information services to internal stakeholders and participate on departmental and interagency committees and working parties.
- Contribute to improvements in the SINSW planning system process, meeting performance standards, embracing continuous improvement and achieving a high level of customer service and build productive and strong working relationships with external agencies and internal stakeholders, actively contributing and sharing technical knowledge and expertise.
- Contribute to the overall master planning process for Infrastructure Planning projects as part of the planning team.

## Key challenges

- Providing advice on issues relating to statutory planning and unsolicited proposals to internal and external stakeholders.
- Negotiating with developers to ensure land or works-in-kind secured under Voluntary Planning Agreements will provide for the educational needs of students and enable the optimal performance of new or existing school assets.
- Influencing and persuading stakeholders to ensure the planning process enables the optimal delivery and on-going performance of school assets.

## Key relationships

Who	Why
<b>Internal</b>	
Reporting manager	<ul style="list-style-type: none"><li>• Receive instructions and guidance and provide specialist support. Provide regular work program and progress reports and inform on emerging or contentious issues or conflicts.</li></ul>
SINSW teams	<ul style="list-style-type: none"><li>• Provide advice on all statutory planning issues to ensure compliant, innovative and effective planning, design and delivery of SINSW infrastructure.</li></ul>
Agency staff including those involved in school operations	<ul style="list-style-type: none"><li>• Develop and maintain effective working relationships and open channels of communication to consult, liaise, negotiate and collaborate on projects which contribute to the business unit, directorate and department's performance.</li></ul>

Who	Why
<b>External</b>	
Councils, Department of Planning & Environment, Greater Sydney Commission, Urban Growth NSW, private developers and other state agencies	<ul style="list-style-type: none"> <li>Providing advice on strategic and statutory planning issues as they relates to the schools portfolio and to participate and represent the department on matters involving NSW planning system reforms.</li> </ul>

## Role dimensions

### Decision making

This role acts independently in performing its core work functions and applies specialised knowledge, skills and professional judgement to achieve outcomes.

In matters that are sensitive, high-risk or business- critical, the role consults with Director, Statutory Planning to agree on a suitable course of action.

### Reporting line

Director, Statutory Planning

### Direct reports

Up to 1

### Budget/Expenditure

Budget - Nil

Financial delegation up to \$75,000

## Essential requirements

- Relevant tertiary qualifications in urban and regional planning and/or relevant experience in managing a portfolio of planning projects governed by statutory instruments (such as the Environmental Planning and Assessment Act 1979 and other relevant legislation) as they affect land use and property development including licences, subdivision, rezoning and construction.
- Knowledge of and commitment to the department's Aboriginal education policies.






## 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 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

Capability Group	Capability Name	Level
 <b>Personal Attributes</b>	Display Resilience and Courage	Intermediate
	<b>Act with Integrity</b>	<b>Adept</b>
	<b>Manage Self</b>	<b>Advanced</b>
	Value Diversity	Adept
 <b>Relationships</b>	<b>Communicate Effectively</b>	<b>Advanced</b>
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	<b>Influence and Negotiate</b>	<b>Adept</b>
 <b>Results</b>	<b>Deliver Results</b>	<b>Advanced</b>
	Plan and Prioritise	Adept
	<b>Think and Solve Problems</b>	<b>Advanced</b>
	Demonstrate Accountability	Adept
 <b>Business Enablers</b>	Finance	Intermediate
	<b>Technology</b>	<b>Adept</b>
	Procurement and Contract Management	Adept
	Project Management	Adept
 <b>People Management</b>	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Intermediate
	<b>Manage Reform and Change</b>	<b>Adept</b>

### 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
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so.</li> <li>• Demonstrate professionalism to support a culture of integrity within the team/unit.</li> <li>• Set an example for others to follow and identify and explain ethical issues.</li> <li>• Ensure that others understand the legislation and policy framework within which they operate.</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Advanced	<ul style="list-style-type: none"> <li>Act to prevent and report misconduct, illegal and inappropriate behaviour.</li> <li>Act as a professional role model for colleagues, set high personal goals and take pride in their achievement.</li> <li>Actively seek, reflect and act on feedback on own performance.</li> <li>Translate negative feedback into an opportunity to improve.</li> <li>Maintain a high level of personal motivation.</li> <li>Take the initiative and act in a decisive way.</li> </ul>
<b>Relationships</b> Communicate Effectively	Advanced	<ul style="list-style-type: none"> <li>Present with credibility, engage varied audiences and test levels of understanding.</li> <li>Translate technical and complex information concisely for diverse audiences.</li> <li>Create opportunities for others to contribute to discussion and debate.</li> <li>Actively listen and encourage others to contribute inputs.</li> <li>Adjust style and approach to optimise outcomes.</li> <li>Write fluently and persuasively in a range of styles and formats.</li> </ul>
<b>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>Negotiate from an informed and credible position.</li> <li>Lead and facilitate productive discussions with staff and stakeholders.</li> <li>Encourage others to talk, share and debate ideas to achieve a consensus.</li> <li>Recognise and explain the need for compromise.</li> <li>Influence others with a fair and considered approach and sound arguments.</li> <li>Show sensitivity and understanding in resolving conflicts and differences.</li> <li>Manage challenging relations with internal and external stakeholders.</li> <li>Pre-empt and minimise conflict.</li> </ul>
<b>Results</b> Deliver Results	Advanced	<ul style="list-style-type: none"> <li>Drive a culture of achievement and acknowledge input of others.</li> <li>Investigate and create opportunities to enhance the achievement of organisational objectives.</li> <li>Make sure others understand that on-time and on-budget results are required and how overall success is defined.</li> <li>Control output of business unit to ensure government outcomes are achieved within budget.</li> <li>Progress organisational priorities and ensure effective acquisition and use of resources.</li> <li>Seek and apply the expertise of key individuals to achieve organisational outcomes.</li> </ul>
<b>Results</b> Think and Solve Problems	Advanced	<ul style="list-style-type: none"> <li>Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues.</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>• Work through issues, weigh up alternatives and identify the most effective solutions.</li> <li>• Take account of the wider business context when considering options to resolve issues.</li> <li>• Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements.</li> <li>• Implement systems and processes that underpin high quality research and analysis.</li> </ul>
<b>Business Enablers</b> Technology	Adept	<ul style="list-style-type: none"> <li>• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks.</li> <li>• Identify opportunities to use a broad range of communications technologies to deliver effective messages.</li> <li>• Understand, act on and monitor compliance with information and communications security and use policies.</li> <li>• Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business.</li> <li>• Support compliance with the records, information and knowledge management requirements of the organisation.</li> </ul>
<b>People Management</b> Manage Reform and Change	Adept	<ul style="list-style-type: none"> <li>• Actively promote change processes to staff and participate in the communication of change initiatives across the organisation.</li> <li>• Provide guidance, coaching and direction to others managing uncertainty and change.</li> <li>• Engage staff in change processes and provide clear guidance, coaching and support.</li> <li>• Identify cultural barriers to change and implement strategies to address these.</li> </ul>