

Role Description

Urban Planner



**Regional
NSW**

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Public Works Advisory and Regional Development
Location	Various across NSW
Classification/Grade/Band	Clerk Grade 7/8
Kind of Employment	Temporary or Ongoing
Role Number	TBA
ANZSCO Code	232611
PCAT Code	1111192
Date of Approval	December 2021
Agency Website	www.drnsnsw.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

The Urban Planner will manage a range of urban planning services to deliver high quality and innovative client outcomes. The role will lead concept design development of high-quality public realm projects and provide advice relating to urban planning projects while contributing to high quality sustainable planning outcomes and improve and activate the public realm through a broad range of projects and programs.

Key accountabilities

- Provide specialised urban planning advice to clients and senior management in order that Government and clients receive optimal technical, economic and environmental solutions.
- Identify the learning and development needs for the role and mentor less experienced team members to ensure a high level of technical and project delivery capability. Promote client excellence with the team and the broader PWA by being responsive to client needs.
- 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.
- 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.
- Manage large and complex projects ensuring they are clearly scoped, and that delivery is to the agreed quality, time and budget constraints, with all client expectations met.
- Review and report on specialist environmental studies and environmental impact assessment reports prepared by others and provide recommendations to inform decision making.
- Contribute to the development and maintenance of systems, policies and processes to enhance effective team operations.

Key challenges

- Working within a team environment and projects across numerous disciplines, whilst sustaining a client centric team culture.
- Delivering high-quality technical advice and innovative projects within agreed time, budget and financial parameters and with consideration of industry and technical trends and Governmental and regulatory requirements.
- Developing and maintaining strong working relationships with internal and external clients while managing current workloads and client expectations.

Key relationships

Who	Why
Internal	
Principal Engineer	<ul style="list-style-type: none">• Contribute to broader team issues• Provide expert advice and guidance on issues• Identify business development opportunities• Escalate issues, keep informed, advise, receive guidance and instructions
Work Team	<ul style="list-style-type: none">• Work collaboratively to achieve business outcomes• Participate in discussions and decisions regarding solution development• Support team members and work collaboratively to contribute to the achievement of the teams business outcomes
Client/Customer	<ul style="list-style-type: none">• Provide expert advice to achieve cost effective solutions• Respond to resourcing challenges and propose effective solutions within budget and service delivery constraints• Respond to queries and resolve issues• Provide expert services relating to urban water infrastructure• Ensure effective communication, seek clarification and provide advice and responses to ensure prompt resolution of issues

Who	Why
	<ul style="list-style-type: none"> Address/respond to queries and provide solutions where possible, or redirect query to relevant area
External	
Clients and Stakeholders	<ul style="list-style-type: none"> Provide expert advice to achieve cost effective solutions Respond to resourcing challenges and propose effective solutions within budget and service delivery constraints Respond to queries and resolve issues Provide expert services relating to urban water infrastructure Ensure effective communication, seek clarification and provide advice and responses to ensure prompt resolution of issues Address/respond to queries and provide solutions where possible, or redirect query to relevant area Collaborate and engage with clients and stakeholders to build strong relationships based on mutual trust and respect Develop an understanding of key needs, issues and priorities

Role dimensions

Decision making

The incumbent has autonomy and authority to make decisions in accordance with the delegations of authority specific to the role of Urban Planner. This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes.

Reporting Line

Principal Scientist

Direct reports

Nil

Budget/Expenditure

Formal delegations are in line with Government and Departmental delegations.

Key knowledge and experience

- Extensive knowledge and experience in the urban planning and assessment discipline.
- Demonstrated experience providing expert planning advice and coordinating and preparing amendments to LEPs and other statutory planning instruments to support the provision of key infrastructure projects.
- Excellent Auto CAD, graphic design and modelling skills as relevant to urban design.
- Ability to be creative in seeking solutions to complex problems and recommend / determine appropriate courses of action including practical solutions to problems.

Essential requirements

- Tertiary qualifications in Environmental / Urban Planning or similar
- Eligibility for registration of a relevant professional association such as Planning Institute of Australia or Australian Institute of Architects
- A valid NSW Driver's license and willingness to drive to remote locations which may include overnight stays.
- 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

	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<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
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> • Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community 	Adept
	Work Collaboratively Collaborate with others and value their contribution	<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 	Intermediate

	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<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 	Intermediate
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> • Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness 	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
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
 Results	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	Foundational