

Role Description

Senior Planning/Policy Officer



Cluster	Planning & Environment
Agency	Department of Planning and Environment
Division/Branch/Unit	Policy & Strategy/Resources and Industry Policy
Location	Pitt Street, Sydney
Classification/Grade/Band	PO2
Role Number	Multiple
ANZSCO Code	232611
PCAT Code	1131191
Date of Approval	August 2018
Agency Website	www.planning.nsw.gov.au

Agency overview

The Department of Planning & Environment is the lead NSW Government agency in planning for a growing NSW. The Department is going through an exciting period of organisational and operational change.

The Department's vision – Planning for growing NSW: inspiring strong communities, protecting our environment – provides the benchmark for our partnership and leadership approach to engaging and working collaboratively with key State and Local Government, community and industry stakeholders to deliver better outcomes in the areas of planning, local government and the environment.

The Department is the lead agency for the Planning and Environment cluster, which includes the Office of Environment & Heritage, the Office of Local Government, Resources, Energy and the Arts and several other entities associated with the Department including the Environment Protection Authority, statutory trusts responsible for zoos, parks and gardens, independent assessment and planning bodies, and development corporations.

Primary purpose of the role

The Senior Policy/Planning Officer develops, implements and reviews existing planning policies in the context of broader policy and delivery frameworks and provides advice on complex policy issues to assist deliver a streamlined planning system in line with Government and Department objectives.

Key accountabilities

- Manage and coordinate allocated policy development, implementation and review projects and initiatives to contribute to improved policy directions and outcomes
- Provide timely, expert and accurate advice to enhance informed decision making across the Department about policy issues and initiatives
- Undertake qualitative and quantitative research and analysis to evaluate issues and formulate evidence based options and recommendations to support policy and program development and implementation

- Develop policy and contribute to ongoing policy monitoring and evaluation to assess the social and economic impacts of policy and to enhance consistent policy execution and quality service delivery
- Prepare reports, submissions, briefing notes and correspondence to address identified issues and respond to requests for information
- Contribute to the development and maintenance of systems, policies and procedures to enhance effective team operations
- Complete other duties under direction

Key challenges

- Balance complex and multiple policy issues, often subject to a high level of scrutiny, impacting the business in an environment with diverse stakeholder needs and conflicting interests and opinions, competing work priorities and time pressures
- Assimilate information quickly and translate complex, technical information into easy to understand, plain English policy, reports and communication material

Key relationships

Who	Why
Internal	
Team Leader and Director	<ul style="list-style-type: none"> • Receive instructions and provide support required • Provide analysis, advice and recommendations regarding allocated policy projects • Inform of and escalate emerging or sensitive issues • Contribute to development and implementation of team work program
Department business units including infrastructure assessment and compliance teams, regional teams, Legal Services and e-Business	<ul style="list-style-type: none"> • Build effective partnerships and communication networks • Provide advice, input and specialist policy and practice knowledge • Consult to communicate policy proposals and to develop and implement consistent and informed policy • Liaise to obtain feedback regarding policy issues and directions, and to resolve and provide solutions • Liaise to ensure recommendations can be appropriately implemented
Team members	<ul style="list-style-type: none"> • Share information and expertise, and assist to mentor and coach • Collaborate to solve identified issues and problems • Participate in team meetings and contribute ideas to improve program, policy, service delivery and work outcomes
External	
Commonwealth, State and Local Government agencies	<ul style="list-style-type: none"> • Develop relationships and communication networks to consult and encourage participation in the policy process • Provide advice, share policy information and respond to issues • Represent the Department at community and stakeholder events

Role dimensions

Decision making

The Senior Policy/Planning Officer:

- receives advice and guidance from the Principal Policy Officer or Director but has responsibility for setting and organising own work priorities within the overall agreed work program
- works independently with limited supervision as well as making a contribution as part of the team
- undertakes deliverables within project scope, budget, timeframes and quality standards
- prepares reports, submissions, briefing notes and correspondence for review by the Principal Policy Officer and approval by the Director
- is required to comply with applicable legislation, policies and administrative frameworks
- may supervise Policy Officers and oversight the work of contractors and consultants for specific projects, as requested, to ensure delivery within project scope requirements

Reporting line

The Senior Policy/Planning Officer reports to a Principal Policy Officer or Director.

The Senior Policy/Planning Officer is part of a team of other policy officers and support staff.

Essential requirements

Degree in a relevant discipline

Demonstrated knowledge of the Environment Planning and Assessment Act 1979, other legislation governing land use and environmental planning in NSW and the implementation of State Environmental Planning 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

Capability summary

Below is the 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.

NSW Public Sector Capability Framework

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

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 Act with Integrity	Intermediate	<ul style="list-style-type: none"> Represent the organisation in an honest, ethical and professional way Support a culture of integrity and professionalism Understand and follow legislation, rules, policies, guidelines and codes of conduct Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct Recognise and report misconduct, illegal or inappropriate behaviour Report and manage 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Actively listen to others and clarify own understanding Write fluently in a range of styles and formats 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 Think and Solve Problems	Adept	<ul style="list-style-type: none"> Research and analyse information, identify interrelationships and make recommendations based on relevant evidence Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness Identify and share business process improvements to enhance effectiveness
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> Prepare clear project proposals and define scope and goals in measurable terms Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements Prepare accurate estimates of costs and resources required for more complex projects Communicate the project strategy and its expected benefits to others Monitor the completion of project milestones against goals and initiate amendments where necessary Evaluate progress and identify improvements to inform future projects