

Role Description

Manager Transport Advisory



Cluster	Planning, Housing and Infrastructure
Agency	Department of Planning and Environment
Division/Branch/Unit	Development Assessment & Sustainability
Location	Sydney
Classification/Grade/Band	Manager Transport Advisory (Professional) PO3
Role Number	TBC
ANZSCO Code	139999
PCAT Code	1111192
Date of Approval	May 2024
Agency Website	www.dphi.nsw.gov.au

Agency overview

The Department of Planning, Housing and Infrastructure is building the future of NSW through delivering diverse planning, housing solutions and infrastructure across the state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

Primary purpose of the role

The Manager, Transport Advisory provides policy, planning and operational advice on transport planning matters in the context of land-use planning. The role will influence and inform a holistic approach to managing programs and projects with interdependencies between NSW Planning and Transport for NSW and Sydney Metro.

The Manager, working in a matrix-style approach, will support the Director in providing strategic support across DPHI and facilitate the provision of expert advice from multiple sources that will enhance the overall efficiency and transparency of planning assessment processes.

Key accountabilities

- Demonstrate sound knowledge in strategic infrastructure planning, the planning framework, and government policy and trends in the development industry to progress transport planning and housing outcomes.
- Support the development of forward thinking and industry best practice planning approaches to influence and inform planning and investment decisions.
- Lead the strategic identification, development and coordination of land use and transport planning programs and projects.
- Collaborate with internal and external stakeholders, including local government and state agencies, to align strategic transport infrastructure priorities with land use outcomes and resolve

infrastructure blockages.

- Provide expert and timely advice on Cabinet sensitive matters, relating to strategic transport infrastructure planning and to the Director and Executive Director to resolve complex cross government policy and transport infrastructure issues impacting the delivery of housing, infrastructure and public spaces.

Key challenges

- Demonstrating sound governance and decision making in the provision of strategic advice for transport infrastructure to support land use outcomes with agencies, councils and developers.
- Championing complex infrastructure planning programs with multiple inter-dependencies, multiple stakeholders, competing priorities within strict deadlines.
- Engaging internally and externally with a diverse range of stakeholders to ensure transport infrastructure is prioritised in the right place at the right time to support forecast housing and employment growth.

Key relationships

Who	Why
Internal	
Director	<ul style="list-style-type: none">• Receive instructions, contribute to and support the development, implementation, monitoring and reporting of the team's work program• Provide robust and high level technical advice and recommendations on matters relating to land use and infrastructure planning and emerging policies matters• Provide regular updates on projects, project budgets, resource and staffing matters and branch priorities• Escalate and keep informed of new or emerging issues and provide required advice• Assist with effective cross-agency and local government relationships
Team Members	<ul style="list-style-type: none">• Provide direction, supervision, coaching and mentoring• Allocate, monitor workloads and priorities and motivate to achieve conflicting objectives within agreed timeframes• Review work and provide regular feedback to improve performance and develop skills• Collaborate to deliver outcomes that facilitate urban renewal and development.
Other Department business units	<ul style="list-style-type: none">• Build and maintain effective working relationships with internal stakeholders to facilitate the development and implementation of plans for urban renewal.• Collaborate to align strategic land use planning and transport infrastructure

Who	Why
External	
State Government agencies, local councils, private sector, industry and community stakeholders	<ul style="list-style-type: none"> • Build and maintain effective relationships, including cross-agency and local government relationships and communication networks • Provide accurate and timely information and advice • Collaborate to identify and resolve housing supply and infrastructure impediments • Involved in the preparation of transport plans and studies.
Contractors and consultants	<ul style="list-style-type: none"> • Lead effective management of service provider arrangements • Set clear performance parameters, monitor progress and delivery of services against contract terms and resolve issues

Role dimensions

Decision making

This role:

- Sets team direction and priorities in consultation with the Director.
- Manages the day to day team operations and work program, allocates work and specific projects, approves the work of the team and supervises decision making in consultation with the Director, and business unit specialists as required.
- Prepares and manages project budgets to ensure project deliverables, deadlines and consultants' contract requirements are met.
- Seeks advice from the Director in relation to matters that may have Department or whole of government impacts.
- Operates and makes decisions within legislative and regulatory provisions, public sector frameworks, strategic and business plans, Government and Department policies, delegations, budget and resource parameters.

Reporting line

This role reports to the Director.

Direct reports

This role has 0 direct reports, at this time, but could have up to 3.

Key knowledge and experience

- Understanding of land use or infrastructure planning, economics and project delivery

Essential requirements

- Appropriate tertiary qualifications in program management, town planning, property, engineering, construction management, environmental management or a related field
- Willingness to travel and 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.

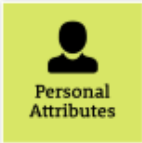

The capabilities are separated into focus capabilities and complementary capabilities

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
 Personal Attributes	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none">• Act as a professional role model for colleagues, set high personal goals and take pride in their achievement• Actively seek, reflect and act on feedback on own performance• Translate negative feedback into an opportunity to improve• Take the initiative and act in a decisive way• Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation	Advanced
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none">• Present with credibility, engage diverse audiences and test levels of understanding• Translate technical and complex information clearly and concisely for diverse audiences• Create opportunities for others to contribute to discussion and debate• Contribute to and promote information sharing across the organisation• Manage complex communications that involve understanding and responding to multiple and divergent viewpoints• Explore creative ways to engage diverse audiences and communicate information• Adjust style and approach to optimise outcomes• Write fluently and persuasively in plain English and in a range of styles and formats	Advanced

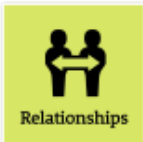


Work Collaboratively

Collaborate with others and value their contribution

- Encourage a culture that recognises the value of collaboration
- Build cooperation and overcome barriers to information sharing and communication across teams and units
- Share lessons learned across teams and units
- Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work
- Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services

Adept



Influence and Negotiate

Gain consensus and commitment from others, and resolve issues and conflicts

- Influence others with a fair and considered approach and present persuasive counter-arguments
- Work towards mutually beneficial 'win-win' outcomes
- Show sensitivity and understanding in resolving acute and complex conflicts and differences
- Identify key stakeholders and gain their support in advance
- Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise
- Anticipate and minimise conflict within the organisation and with external stakeholders

Advanced



Deliver Results

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

- Seek and apply the expertise of key individuals to achieve organisational outcomes
- Drive a culture of achievement and acknowledge input from others
- Determine how outcomes will be measured and guide others on evaluation methods
- Investigate and create opportunities to enhance the achievement of organisational objectives
- Make sure others understand that on-time and on-budget results are required and how overall success is defined
- Control business unit output to ensure government outcomes are achieved within budgets
- Progress organisational priorities and ensure that resources are acquired and used effectively

Advanced



Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues
- Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others
- Take account of the wider business context when considering options to resolve issues
- Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements
- Implement systems and processes that are underpinned by high-quality research and analysis
- Look for opportunities to design innovative solutions to meet user needs and service demands
- Evaluate the performance and effectiveness of services, policies and programs against clear criteria

Advanced



Procurement and Contract Management

Understand and apply procurement processes to ensure effective purchasing and contract performance












- Apply legal, policy and organisational guidelines and procedures relating to procurement and contract management
- Develop well-written, well-structured procurement documentation that clearly sets out the business requirements
- Monitor procurement and contract management processes to ensure they are open, transparent and competitive
- Be aware of procurement and contract management risks, and actions to manage or mitigate risk in monitoring contract performance
- Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles
- Escalate procurement and contract management issues, where required

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 Business Enablers	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> • Prepare and review project scope and business cases for projects with multiple interdependencies • Access key subject-matter experts' knowledge to inform project plans and directions • Design and implement effective stakeholder engagement and communications strategies for all project stages • Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans and minimise impact • Manage transitions between project stages and ensure that changes are consistent with organisational goals • Participate in governance processes such as project steering groups 	Advanced
 People Management	Manage and Develop People Engage and motivate staff, and develop capability and potential in others	<ul style="list-style-type: none"> • Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes • Adjust performance development processes to meet the diverse abilities and needs of individuals and teams • Develop work plans that consider capability, strengths and opportunities for development • Be aware of the influences of bias when managing team members • Seek feedback on own management capabilities and develop strategies to address any gaps • Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way • Monitor and report on team performance in line with established performance development frameworks 	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	Adept
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
 Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Adept
 People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Adept
 People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate