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| **Cluster** | Planning, Industry and Environment |
| **Agency** | Department Planning, Industry and Environment |
| **Division/Branch/Unit** | Place, Design and Public Spaces |
| **Role number** | various |
| **Classification/Grade/Band** | Planning Officer (Professional) 2 |
| **ANZSCO Code** | 232112 |
| **PCAT Code** | 1311192 |
| **Date of Approval** | 02 April 2020 |
| **Agency Website** | www.dpie.nsw.gov.au |

Agency overview

The Planning, Industry and Environment Cluster brings together the functions from the former Planning Environment and Industry Clusters.
The new Cluster will drive for greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. In particular, there will be a redoubling of emphasis on regional NSW.

The Open Space team has recently been established to plan and advocate for and implement high quality open space, parkland and landscape outcomes for NSW.

Primary purpose of the role

The Senior Open Space Planner will provide support to the Manager Open Space Planning to lead specialist design consultants and provide design excellence and open space planning advice that will lead the development and delivery of high-quality open space across NSW.

Key accountabilities

* In collaboration with the Manager Open Space Planning, support the strategic direction of the Open Space team and the Department of Planning Industry and Environment.
* Lead and manage the formulation of plans, assessments and strategies for Open Space.
* Undertake the preparation of feasibility studies, planning strategy, design and planning presentations and community engagement.
* Advocate for open space provision and design excellence in partnership with government agencies and project proponents.
* Manage the collaborative planning and design processes for open space across the Department of Planning, Industry and Environment and other Agencies to ensure best practice outcomes and creation of sustainable, adaptable and flexible open spaces that meet community needs and aspirations.
* Provide expert and strategic advice across design, planning and development to support government on open space and landscape design issues, projects and major developments.
* Respond to customers and stakeholder enquiries and correspondence and provide open space advice and information to local government, the public and other stakeholders to enhance quality service delivery.
* Build internal and external stakeholder relationships and communication networks and assist to organize and facilitate consultations to build stakeholder trust and gain their support for open space planning initiatives.
* Advocate for open space initiatives and outcomes across Government
* Work collaboratively across divisions and agencies and influence programs and projects to promote delivery of high-quality open space outcomes Initiate and manage work performed by external contractors and consultants, where projects require use of external expertise, to achieve project objectives.
* Ensure all projects are managed effectively and efficiently to meet project outcomes, programs and costs.

Key challenges

* Delivering quality outcomes while managing time pressures,work volume expectations and working across multiple projects and program concurrently.
* Advocacy across Government, council, industry and community to promote high quality open space outcomes
* Negotiation for better landscape and open space outcomes in existing projects and programs.
* Establishment and ongoing management of collaborative relationships across the department, government and industry to encourage innovation and creativity.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Public Space Division | * Provide leadership in the design of best practices outcomes for open space, landscape and urban canopy
* Provide strategic advice and recommendations regarding design best practice.
* Provide management advice and guidance across projects with design excellence implications
* Provide guidance and act as a mentor for junior staff
* Review work and proposals
* Provide feedback to improve knowledge, performance and develop skills
* Encourage collaboration and ideas to improve processes, programs, policy, service delivery and work outcomes
* Manage coordinated delivery of design review and advice
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| Place, Design and Public Spaces Group | * Build effective partnerships and communication networks
* Provide advice, input and specialist design review knowledge for projects and processes
* Engage, consult and negotiate to ensure informed and consistent design excellence advice, review and implementation
* Collaborate, share information and where necessary provide direction on activities and projects
* Provide support as part of a collaborative and integrated multidisciplinary team
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| **External** |  |
| NSW Government and cluster agencies, other organisations and institutions | * Develop and maintain effective relationships and communication networks
* Respond to enquiries and provide quality design excellence and review advice
* Consult and negotiate about design best practices
* Engage to obtain input to inform design related policy review and development
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| Local Government, peak organisations and community groups | * Develop and maintain effective relationships and communication networks
* Respond to enquiries and provide quality design excellence and review advice
* Consult and negotiate about design best practices
* Engage to obtain input to inform design related policy review and development
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| External providers and specialist consultancies | * Lead effective briefing, selection and management of external provider arrangements
* Set clear performance parameters, monitor delivery of services and resolve issues to improve service outcomes
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# Role dimensions

## Decision making

The Senior Open Space Planner:

* Proactively manages projects and programs under their responsibility and advocates and collaborates across the Department as required.
* Implements design excellence and design review related processes and projects,
* Sets priorities in consultation with the Manager Open Space Planning
* Works collaboratively within the Open Space team
* Determines day to day work priorities within the agreed work program, negotiates matters related to area of responsibility, and make decisions in relation to how to achieve work outcomes
* Is fully accountable for the accuracy, validity and integrity of planning and design review processes undertaken
* Consults with the Manager Open Space Planning on significant issues or conflicts arising in the course of work performed
* Operates within legislative and regulatory provisions, public sector frameworks, Department strategic and business plans, policies, delegations, budget and resource parameters

## Reporting line

This role reports to the Manager Open Space Planning

## Direct reports

N/A

## Budget/Expenditure

N/A

Key knowledge and experience

* Experience in the planning, design and management of open space areas.
* Project management experience including experience in the management of multiple projects, meeting deadlines and management of competing priorities
* Proven skills in time management
* Critical and analytical skills in relation to design issues
* Understanding of NSW Government processes and the delivery of policy and strategies in a government environment
* Proactive approach to the management and delivery of projects and programs
* Proven skills and experience in the planning and preparation of reports, plans, strategies and recommendations for open space projects and programs.

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Essential requirements

* Degree in landscape architecture and/or urban design or similar
* Experience in the planning, design and management of open space and public spaces
* Project management experience including experience in the management of multiple projects, meeting deadlines and management of competing priorities
* Demonstrated skills in time management and the delivery of multiple projects concurrently
* Critical and analytical skills in relation to design issues and strategic planning for open space

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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 |
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| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level**  |
|  | **Manage Self**Show drive and motivation, an ability to self-reflect and a commitment to learning | Keep up to date with relevant contemporary knowledge and practicesLook for and take advantage of opportunities to learn new skills and develop strengthsShow commitment to achieving challenging goalsExamine and reflect on own performanceSeek and respond positively to constructive feedback and guidanceDemonstrate and maintain a high level of personal motivation | Adept |
|  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiencesClearly explain complex concepts and arguments to individuals and groupsCreate opportunities for others to be heard, listen attentively and encourage them to express their viewsShare information across teams and units to enable informed decision makingWrite fluently in plain English and in a range of styles and formatsUse contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| **Work Collaboratively**Collaborate with others and value their contribution | Encourage a culture that recognises the value of collaborationBuild cooperation and overcome barriers to information sharing and communication across teams and unitsShare lessons learned across teams and unitsIdentify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to workActively 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-argumentsWork towards mutually beneficial ‘win-win’ outcomesShow sensitivity and understanding in resolving acute and complex conflicts and differencesIdentify key stakeholders and gain their support in advanceEstablish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromiseAnticipate 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 | Use own and others’ expertise to achieve outcomes, and take responsibility for delivering intended outcomesMake sure staff understand expected goals and acknowledge staff success in achieving theseIdentify resource needs and ensure goals are achieved within set budgets and deadlinesUse business data to evaluate outcomes and inform continuous improvementIdentify priorities that need to change and ensure the allocation of resources meets new business needsEnsure that the financial implications of changed priorities are explicit and budgeted for | Adept |
| **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidenceAnticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experienceApply creative-thinking techniques to generate new ideas and options to address issues and improve the user experienceSeek contributions and ideas from people with diverse backgrounds and experienceParticipate in and contribute to team or unit initiatives to resolve common issues or barriers to effectivenessIdentify and share business process improvements to enhance effectiveness | Adept |
|  | **Project Management**Understand and apply effective planning, coordination and control methods | Prepare and review project scope and business cases for projects with multiple interdependenciesAccess key subject-matter experts’ knowledge to inform project plans and directionsDesign and implement effective stakeholder engagement and communications strategies for all project stagesMonitor project completion and implement effective and rigorous project evaluation methodologies to inform future planningDevelop effective strategies to remedy variances from project plans and minimise impactManage transitions between project stages and ensure that changes are consistent with organisational goalsParticipate in governance processes such as project steering groups | Advanced |

# 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.

| COMPLEMENTARY CAPABILITIES |
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| **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 | Adept |
| Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Adept |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Adept |
|  | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| 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 | Adept |