Role Description
Senior Planning Officer

Cluster	Planning, Industry and Environment
Agency	Department of Planning, Industry and Environment
Division/Branch/Unit	Planning and Assessment
Role number	Various
Classification/Grade/Band	Planning Officer (Professional) Level 2
ANZSCO Code	232611
PCAT Code	1119192
Date of Approval	October 2020
Agency Website	www.dpie.nsw.gov.au

Agency Overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous 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 Senior Planning Officer assists with the high quality, efficient and timely assessment of the merits of State significant projects to meet all statutory obligations, Government policy requirements, and Government goals for a more robust and efficient state planning system that achieves strategic infrastructure, economic and growth objectives.

Key accountabilities

- Assess the merits of complex State significant projects in line with best practice frameworks and benchmark assessment outcome turnaround times.
- Produce high quality work on a wide range of planning matters, including the preparation of well written reports and briefing notes and effective conditions of consent.

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- Identify, critically analyse and evaluate key issues, recommend innovative options, solutions, practices and processes to enable timely responses to customer enquiries and to assist in resolving disputes.

- Assist in the development of policy to improve assessment processes and to guide the assessment of the merits of projects.
- Contribute to the development and maintenance of systems and ongoing improvements to increase team efficiency and effectiveness.
- Translate complex technical information into easy to understand plain English guidelines, reports and communications.

Key challenges

- Complete assessments within the benchmark timeframes in a manner to provide greater certainty for applicants and the community whilst not sacrificing the quality of these assessments.
- Deliver competing assessment projects in a high pressure, challenging and dynamic environment and manage the different and competing interests of various external agency, stakeholder and community expectations to maintain the integrity of the Government's planning program.

Key relationships

Who	Why
Internal	
Director	- Provide technical advice and recommendations on status of assessments. - Keep informed of emerging and contentious issues or conflicts. - Contribute to implementation of team business plan.
Team Leader	- Receive instructions and guidance and provide support required. - Provide accurate technical advice and recommendations on assessment matters. - Keep informed of assessment performance against established standards. - Keep informed of emerging and contentious issues or conflicts. - Work collaboratively to plan program of work and achieve team goals and objectives.
Team members	- Work as a team member and collaborate to share information on programs and projects. - Participate in team meetings to contribute ideas to improve program, service delivery and work outcomes. - Coach, mentor and provide support to assist to achieve business and operational goals.
External	
State and Local Government agencies, mining companies, owners/developers, private sector, industry and community stakeholders	- Establish and maintain effective relationships and communication networks. - Engage and involve in the assessment process. - Liaise to ensure effective coordination and cooperation to respond to enquiries, deal with complex issues, and resolve customer concerns.

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Role dimensions

Decision making

- works with, and receives advice and guidance from the Team Leader and other staff but has responsibility for setting own work priorities within the overall agreed work program
- is required to comply and make decisions and recommendations within applicable legislative and Department compliance and assessment policy, procedures and administrative frameworks and requirements
- undertaking and managing small and mid-sized assessment projects in line with Government and Departmental policies and procedures

Reporting line

The Senior Planning Officer reports to the Team Leader and Director.

Direct reports

N/A

Budget/Expenditure

N/A

Key knowledge and experience

- Proven knowledge of relevant planning legislation and its practical application
- Proven experience in the field of environmental impact assessment or similar
- Proven Experience in stakeholder engagement and project management

Essential requirements

- Degree in environmental science or management, engineering, planning or other relevant discipline
- Willingness to travel and (minimum) 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	**Display Resilience and Courage** Be open and honest, prepared to express your views, and willing to accept and commit to change	• Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations	Adept
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	• Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so	Intermediate
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• 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	• 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	Adept

|		• 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	
	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
Results	**Plan and Prioritise** Plan to achieve priority outcomes and respond flexibly to changing circumstances	• Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team and unit goals, strategies and plans • Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate outcomes and adjust future plans accordingly	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 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	Adept

		• 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	
Business Enablers	**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.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	**Capability name**	**Description**	**Level**
Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Advanced
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate

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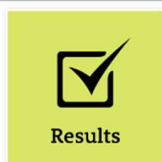
Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate

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