

Role Description

Planning Director



New South Wales Government
Independent Planning Commission

Agency	Independent Planning Commission
Location	Sydney CBD
Classification/Grade/Band	Senior Executive Band 1
Senior Executive Work Level Standards	Work Contribution Stream: Professional/Technical/Specialist
Role Number	TBC
ANZSCO Code	232611
PCAT Code	1119192
Date of Approval	March 2020
Agency Website	www.ipcn.nsw.gov.au

Agency overview

The NSW Independent Planning Commission is a NSW Government Agency established under the *Environmental Planning and Assessment Act 1979* (EP&A Act). The Commission's main functions are to:

- perform the role of consent authority for certain State Significant Development proposals;
- conduct public hearings into planning related matters where directed by the Minister; and
- provide advice to the Minister.

The Commission is comprised of a range of highly experienced and independent Commissioners and is supported by the Office of the Independent Planning Commission. The Office of the Independent Planning Commission is a small multidisciplinary team and works closely with the Chair of the Commission, Commissioners, and various stakeholders including the Department of Planning, Industry and Environment, industry and community groups, and the public.

The Commission is currently undergoing changes to its agency status to become a 'separate agency' lead by the Commission Chair and able to independently employ its own staff. However, at the time of advertising, the Commission does not yet directly employ its staff and its employees are members of the Public Service engaged through the Department of Planning, Industry and Environment and responsible to the Executive Director.

Primary purpose of the role

The Director leads the planning function in the Office of the Independent Planning Commission, ensuring provision of the high-quality effective and timely planning advice and support needed for the Commission to deliver on its statutory responsibilities with a high level of professionalism and in a timely manner. The role drives the implementation of best practice and innovative processes to meet Government goals for a more robust and efficient state planning system.

Key accountabilities

- Manage the Commission's provision of planning support for cases, ensuring the Commission can make high quality and timely decisions on state significant development matters, which by definition are of sizeable value and impact; and provide high quality planning advice as requested.
- Ensure high quality planning advice is reflected in the Commission's reports and reflective of the determination authority accorded to the Commission; and are prepared within agreed timelines
- Ensure an effective working relationship between the Commission and the Department of Planning, Industry & Environment, Planning Services division which prepares assessment reports for the Commission and provides further information and planning advice on request by the Commission Panel, including drafting of conditions of consent.
- Ensure services provided by and to the Department are provided at a high-performance level and in a timely manner in accordance with standards agreed in the MoU between the agencies
- Ensure the Commission acts independently at all times and is perceived by all to be independent; develop and implement effective policies, practices, tools, systems and processes to support the operations and independence of the Commission and delivery outcomes.
- Manage the Planning team and ensure a safe working environment which will allow them to thrive; identify and articulate appropriate performance goals, benchmarks and other measures to support a high-performance culture and contribute to the production of high quality work on a wide range of planning matters, including the preparation of well written reports.
- Act as the primary escalation point for urgent, complex or highly sensitive planning issues, determining appropriate responses and the need for further escalation.

Key challenges

- Develop, support and maintain a cohesive, high performing team and provide mentoring to team members to assist in their development and career progression.
- Providing quality planning advice that takes into account the broad range of issues relating to development assessment provisions, competing stakeholder views and interests, and community expectations, often in short timeframes.
- Maintaining independence of the Commission while at the same time maintaining strong working relationships with key agencies and stakeholders.

Key relationships

Who	Why
Internal	
Executive Director	<ul style="list-style-type: none">• Participate as a member of the management team and keep informed of the status of project reviews and determinations.• Provide technical advice and recommendations on a range of planning and development related matters.• Contribute to work program development, implementation, monitoring and reporting.
Commission Chair and Members	<ul style="list-style-type: none">• Ensure the Commission Chair and Panels have appropriate and timely briefing and recommendations on planning matters for decision• Oversee branch staff to ensure timeframes are met by Commission panels

Who	Why
	<ul style="list-style-type: none"> • Provide accurate quality advice and technical analysis on State significant planning and development review and determination matters • Keep informed of new or emerging issues • Recommend new approaches, strategies, practices and solutions to improve delivery of planning advice and determinations
Team members	<ul style="list-style-type: none"> • Provide leadership, guidance and support • Set performance requirements and manage team performance and development - motivate, mentor and provide support to achieve business and operational outcomes. • Share information and encourage ideas to improve panel program/service delivery outcomes
External	
Department of Planning, Industry and Environment – Planning Services	<ul style="list-style-type: none"> • Foster effective, collaborative and sustainable working relationships to ensure effective program and service delivery • Liaise to ensure timely information is provided in relation to IPC cases • Provide clear information and high quality statutory advice on planning matters. • Influence cooperation to respond to enquiries, negotiate complex and sensitive matters and resolve concerns
NSW government agencies including other Departments and Local Government stakeholders	<ul style="list-style-type: none"> • Foster collaborative and sustainable relationships and partnerships to negotiate and forward mutual interests • Represent the Commission in a range of forums • Influence cooperation to respond to enquiries, negotiate complex and sensitive matters and resolve concerns
External Service Providers	<ul style="list-style-type: none"> • Lead effective management and set up of external service provider arrangements. • Where engaged, monitor performance standards and program/service outcomes to ensure high quality and effective outcomes
Planning industry sector	<ul style="list-style-type: none"> • Develop strong relationships and effective joint workforce programs to attract talented professionals into the Commission

Role dimensions

Decision making

The Director:

- is accountable for the operations and planning to achieve overall agreed work program commitments
- has a large degree of independence to determine day to day work priorities, allocate duties, negotiate matters related to area of responsibility, and make decisions in relation to the quality of work performed and how to achieve business outcomes
- is fully accountable for the content, accuracy, validity and integrity of planning advice provided
- makes decisions and acts within strategic plans and priorities, legislative and regulatory frameworks, financial and accounting policy and statutory requirements, and IPC policy and procedural guidelines
- is accountable and responsible for the effective management and use of human, financial and other resources within set budget and resource parameters

Reporting line

The role reports to the Executive Director, IPC.

Direct reports

Up to 3 direct reports

Budget / Expenditure

TBC

Essential requirements

- Degree qualification in a relevant discipline and/or equivalent relevant experience at a senior management level.
- Current Australian Driver's Licence and willingness to travel.
- Ability to work outside of core business hours and on weekends if required
- Appointment is subject to satisfactory probity screening.





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	Advanced
	Act with Integrity	Highly Advanced
	Manage Self	Highly Advanced
	Value Diversity	Adept
 Relationships	Communicate Effectively	Highly Advanced
	Commit to Customer Service	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Deliver Results	Advanced
	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Advanced
 Business Enablers	Finance	Advanced
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Advanced
 People Management	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Business Outcomes	Advanced
	Manage Reform and Change	Advanced

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	Highly Advanced	<ul style="list-style-type: none"> Champion and act as an advocate for the highest standards of ethical and professional behaviour Drive a culture of integrity and professionalism across the organisation, and in dealings cross-government, cross-jurisdiction and outside of government Define, communicate and evaluate ethical practices, standards and systems and reinforce their use Create and promote a climate in which staff feel able to report apparent breaches of rules, policies and guidelines and act promptly and visibly in response to such reports
Personal Attributes Manage Self	Highly Advanced	<ul style="list-style-type: none"> Promote and model the value of self-improvement and be proactive in seeking opportunities for growth

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Actively seek, reflect and integrate feedback to enhance own performance, showing a strong capacity and willingness to modify own behaviours Manage challenging, ambiguous and complex issues calmly and logically Model initiative and decisiveness
Relationships Communicate Effectively	Highly Advanced	<ul style="list-style-type: none"> Articulate complex concepts and put forward compelling arguments and rationales to all levels and types of audiences Speak in a highly articulate and influential manner State the facts and explain their implications for the organisation and key stakeholders Promote the organisation's position with authority and credibility cross-government, cross jurisdictionally and outside of government Actively listen, and identify ways to ensure all have an opportunity to contribute Anticipate and address key areas of interest for the audience and adapt style under pressure
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> Build a culture of respect and understanding across the organisation Recognise outcomes which resulted from effective collaboration between teams Build co-operation and overcome barriers to information sharing and communication and collaboration across the organisation and cross government Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
Relationships Influence and Negotiate	Advanced	<ul style="list-style-type: none"> 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 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 Pre-empt and minimise conflict within the organisation and with external stakeholders
Results Deliver Results	Advanced	<ul style="list-style-type: none"> Drive a culture of achievement and acknowledge input of others 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 output of business unit to ensure government outcomes are achieved within budget Progress organisational priorities and ensure effective acquisition and use of resources Seek and apply the expertise of key individuals to achieve

Group and Capability	Level	Behavioural Indicators
Results Think and Solve Problems	Advanced	organisational outcomes
		<ul style="list-style-type: none"> • 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 • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements • Implement systems and processes that underpin high quality research and analysis
Business Enablers Project Management	Advanced	<ul style="list-style-type: none"> • Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts • Access key subject-matter experts' knowledge to inform project plans and directions • Implement effective stakeholder engagement and communications strategy for all stages of projects • Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans, and minimise impacts • Manage transitions between project stages and ensure that changes are consistent with organisational goals
		<ul style="list-style-type: none"> • Refine roles and responsibilities over time to achieve better business outcomes • Recognise talent, develop team capability and undertake succession planning • Coach and mentor staff and encourage professional development and continuous learning • Provide timely, constructive and objective feedback to staff • Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives
People Management Manage and Develop People	Advanced	
People Management Inspire Direction and Purpose	Advanced	<ul style="list-style-type: none"> • Promote a sense of purpose and enable others to understand the links between government policy and organisational goals • Build a shared sense of direction, clarify priorities and goals and inspire others to achieve them • Work with others to translate strategic direction into operational goals and build a shared understanding of the link to core business outcomes • Create opportunities for recognising and celebrating high performance at the individual and team level • Work to remove barriers to achievement of goals