

Role Description

(Supervisor/Team Leader)



Our purpose – Helping South Australians Conserve, Sustain and Prosper.

Role Title: Team Leader, Coastal Planning

Division: Biodiversity and Nature Economy

Classification Level: PO4

Branch/Unit: Biodiversity Science, Coasts and Information

CHRIS Position Number: M19731

Reports to (Title): Manager Coasts

About the Agency – [Department for Environment and Water](#)

About the Role

The Team Leader, Coastal Planning is accountable for leading the delivery of the coastal and River Murray planning function, including the management of a specialist team of planners to ensure issues are effectively integrated and addressed within the State's planning system.

The role provides expert advice on complex and high-impact coastal planning matters, including the assessment of major development proposals, and exercising the delegated authority of the Coast Protection Board in relation to coastal development applications. The position also leads and influences planning system improvements, contributing to the development and implementation of policy, frameworks and initiatives that strengthen coastal planning outcomes across the State.

The incumbent provides strategic leadership to the coastal planning function, ensuring the delivery of high-quality planning and assessment services aligned with the Department and government priorities. This includes setting work programs and priorities, managing resources and staff, and fostering a high-performing, professional team capable of delivering complex work within statutory timeframes.

Key Role Outcomes

- Establishes and maintains effective operational policies, processes and procedures to support effective application of the state's planning system.
- Provides expert advice on statutory referrals and pre-lodgement advice for complex development applications in the coastal zone, including major private developments and State Government projects.
- Facilitates strategic and integrated planning system improvements through monitoring and evaluation of development outcomes, including assessments, decision notifications, and compliance issues.
- Ensures the timely provision of expert and consistent planning policy advice in line with Coast Protection Board and planning system policies, legislation and regulations, to support internal and external stakeholders and facilitate effective planning outcomes.
- Develops and implements best-practice approaches to coastal planning in South Australia through active engagement with leading planning and policy practitioners across South Australia and interstate.
- Influences planning system improvements that enhances integrated coastal management outcomes through strategic and effective stakeholder engagement across the catchment-coast-marine continuum.

- Oversees work allocation, time and attendance, and leave management to ensure effective supervision of staff.
- Provides timely and constructive feedback to direct reports to support performance, motivation, and ongoing professional and technical development.
- Identifies, analyses and communicates emerging issues, risks and trends to the Manager Coasts and relevant stakeholders to support informed decision-making.

Essential Criteria (including qualifications)

- A recognised degree or post-graduate qualification in Planning (Urban Regional Planning, Strategic Planning, Environmental Planning) or related disciplines (e.g. geography or environmental management) that satisfies the prescribed qualifications requirements under Section 101 of the *Planning, Development and Infrastructure Act 2016*.
- Comprehensive knowledge and demonstrated experience with the professional discipline of planning or natural resource management, including the application of contemporary practices and frameworks.
- Demonstrated experience applying professional judgement in the formulation and review of Code Amendments and assessment of development applications under the provisions of the *Planning, Development and Infrastructure Act 2016*.
- Comprehensive knowledge of interpreting and applying legislation and the administrative systems supporting those Acts.
- Specialist knowledge and experience in urban and regional planning, including the development, implementation, and review of planning policy.
- Highly developed communication, interpersonal and stakeholder engagement skills, including the ability to build effective relationships, influence outcomes and provide clear, professional advice on complex matters.
- Proven ability to lead and supervise a team, including fostering a collaborative, high-performing environment to achieve organisational goals.

Desirable Criteria

- Corporate Membership of the Planning Institute of Australia or recognition as a Certified Practising Planner by the Planning Institute of Australia is highly desirable.

Direct reports

- Senior Coast and River Planner (PO3 X 2.0 FTE)
- Coast and River Planner (PO2 x 1.0 FTE)
- Graduate Coastal Planning Officer (PO1 x 1.0 FTE)

Key Relationships/Interactions

- Works collaboratively with the Director Biodiversity Science, Coasts and Information, Coasts Unit colleagues, and other departmental staff involved in planning, policy, and environmental management.
- Liaises with a variety of external organisations, including the Coast Protection Board, Local Councils, State and Commonwealth government agencies, community members and other relevant stakeholders.

Special Conditions

- May be required to participate in responses to state emergencies or associated duties.

- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia without restrictions.
- Prior to being employed, the successful candidate will be required to provide a valid Nationally Coordinated Criminal History Check (NCCHC), which is required to be renewed every three years. DEW will cover the cost of renewal.
- Inter and intrastate and remote area travel is required, including travel in light aircraft.
- May be required to undertake intra or interstate travel, occasional overnight absences, and work outside of the normal hours of work.
- A current class “C” driver’s licence and willingness and ability to safely operate a 4wd is desirable.
- A current First Aid Certificate or willingness to obtain is essential.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	<ul style="list-style-type: none"> • Creating Vision and Direction • Motivating Others • Thinking and Acting Strategically 	<ul style="list-style-type: none"> • Regularly and consistently communicates a direction that enables staff to understand the links to the Agency’s and State’s strategic directions. • Consistently influences others to achieve objectives, especially in times of change and difficult situations. • Uses different leadership styles effectively to enable others to achieve objectives. • Maintains a clear sense of strategic direction within the public sector and political environment. • Demonstrates a clear understanding of the Agency’s Strategic directions.
Achieves Results	<ul style="list-style-type: none"> • Delivering Effective Outcomes • Assuming Accountability • Making Decisions 	<ul style="list-style-type: none"> • Demonstrates a purpose and persistence in driving for outcomes in programs and projects. • Uses performance data – reports and measures – to monitor, encourage and develop a team to deliver outcomes. • Fully accepts and wisely exercises the accountabilities and delegations of their role. • Ensures decisions taken abide by relevant legislation, regulations and policies.
Drives Business Excellence	<ul style="list-style-type: none"> • Optimising performance • Directing Resources 	<ul style="list-style-type: none"> • Monitors performance and takes action when required to improve delivery of outcomes. Ensures ongoing performance management to provide clarity of role, staff responsibilities and expected standards. • Proactive in building the capability of people by actively supporting learning opportunities and providing regular feedback on performance. • Delegates responsibilities effectively and establishes clear roles and

	<ul style="list-style-type: none"> • Facilitating Quality and Continuous Improvement 	<p>expectations as well as feedback mechanism.</p> <ul style="list-style-type: none"> • Keeps abreast of changes across the Agency and uses this knowledge to continually develop and improve performance. • Encourages others to continually challenge existing thinking, systems and processes and make recommendations for improvement.
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Influencing and Negotiating • Communicating and Managing Conflict • Establishing and Maintaining Networks 	<ul style="list-style-type: none"> • Effectively uses data and understanding of specific audience’s perspectives to present a compelling argument, engage others and achieve positive outcomes. • Can successfully influence a broad range of stakeholders with differing viewpoints towards a common position. • Presents messages clearly and concisely in a way that appeals to hearts and minds. • Is confident, adept and flexible in dealing with a range of diverse internal and external stakeholders.
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> • Modelling Public Sector Values • Displaying Flexibility and Resilience • Integrating Diversity in the Workplace • Demonstrating Commitment to Learning and Development 	<ul style="list-style-type: none"> • Acts according to values, ethics and standards of the Public Sector and the Agency in all interactions, even in the most sensitive situations. • Adapts quickly and responds positively to the unexpected. • Is able to incorporate diverse cultural perspectives and views into programs, decision making, & building constructive partnerships, especially with Aboriginal communities. • Keeps up to date with relevant trends/developments and keeps well-informed on a wide range of issues appropriate to the Agency. • Is proactive in considering how outcomes are achieved and what can be learned from past experiences.

Work Health and Safety

Lead workplace safety procedures and programs

- Proactively ensures all direct reports understand workplace health and safety requirements and responsibilities.
- Leads and participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks and implements procedures for controlling risks.
- Implements procedures for dealing with incidents and emergency events.
- Maintains appropriate workplace safety records.

- Implements procedures for managing injured workers.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to EEO, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).
- As an individual it is your responsibility to actively participate in the Department's Performance Review and Development Program. As a manager you are required to action the Performance Review and Development Program inclusive of 6 monthly reviews, for all employees for whom you are responsible.
- Recruit appropriately qualified and experienced staff to the unit/team.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people and act in accordance with the Child Safe Environment Policy and Procedure at all times.

Date Delegate approved original classification:	19/02/2014	Original Class method:	Full
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Approved