



Role Statement

Position title:	Planning Officer	Position no:	Multiple
Classification:	PO1	Review date:	August 2024
Directorate:	Planning and Building		
Business unit:	Various		

About us

Our department's primary objective is the delivery of homes and housing options for South Australians. In response to the national housing crisis, we are committed to accelerating the build of a diverse range of housing options. We strive to find solutions to the urgent demand for housing security.

Our mission focuses on coordinating various portfolios related to housing, housing infrastructure, urban development, and planning. By ensuring sound decisions and efficient management, we strive to create sustainable, well-planned communities offering safe and affordable housing options.

Planning and Building, a directorate of the Department for Housing and Urban Development is an innovative and impactful team of land and built environment professionals that manage the planning and land use systems and policy tools for the state. This includes strategic planning, growth management, design and land use services – all with a focus on creating more vibrant, diverse and engaging places for our communities to thrive.

Join us in our endeavour to address one of the most pressing challenges of our time and make a tangible difference in the lives of our community.

OUR VALUES: Professionalism | Service | Respect | Courage and Tenacity | Collaboration and engagement | Trust | Sustainability | Honesty and Integrity |

About this role

The Planning Officer will participate or assist in a range of activities to support the achievement of Government and Agency planning objectives which may include:

- Participating in the implementation of strategic planning frameworks, programs and projects
- Participating in the assessment and formulation of urban planning policies
- Processing straightforward development applications and proposals
- Undertake and assist in a range of research and other project activities as required to facilitate development across the State.

The Planning Officer reports to a Section Manager and will work under the guidance of more senior staff and will provide support to colleagues on a range of project and program outcomes.

Who will you work with

- Reports to relevant Section Manager within Planning and Building
- Planning and Building Directorates
- Other DHUD staff

Conditions

- Some out of hours' work may be required.
- Some intra state, international and interstate travel may be required.
- Required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.
- Compliance with Government legislation, Code of Ethics for the SA Public Sector, Departmental policies and procedures, including information management, WHS and injury management, risk management, and the access / equity / diversity strategies of the public sector.
- Required to obtain a National Police Check prior to employment. A renewal will be required every 3 years.

What you will do

Key responsibilities

Development Assessment

Specified duties

- Participating in a broad range of processes relating to the implementation of the Planning Strategy, planning policy or assessment of development applications.

Performance indicator/ measurement

- Plans delivered in time to meet project delivery timeframes.
- Plans consistent with Community Engagement Charter principles.

Provide Professional Advice and Stakeholder Engagement

- Providing professional advice and recommendations to the State Commission Assessment Panel, Minister for Planning and/or their delegate in relation to straightforward development applications.
- Liaising with internal and external stakeholders to address concerns associated with, and to progress and provide input into the work program.

- Communication is well written, grammatically correct and error free.
- Communication is tailored to different audiences & levels of understanding.
- Communication is appropriate for the medium/platform it is published on.

Provide Professional Support

- Undertaking and/or supporting professional projects and/or activities that may include investigations, assessments, planning and change and improvement functions.
- Undertaking research, analysis, interpretation of findings and preparing technical documents, correspondence and reports,

- Develops plans with clear outcomes and supports others to achieve these.
- Identifies areas for system/process improvement.
- Produces quality and up-to-date documentation.

Drive Culture

including ministerial correspondence.

- Pro-actively safeguard the health and wellbeing of staff by ensuring safe work practices are undertaken by self and others in the workplace.
- Embrace and encourage diversity and cultural differences in the workplace.

- Pro-active measures are undertaken to adhere to and prevent injuries.
- Work practices are safe and Work Health and Safety legislation, policies and procedures are implemented.
- Individual differences are encouraged and accommodated in the workplace.

Compliance

- Responsible and accountable for adhering to the requirements of the WHS Act 2012; relevant WHS Regulations 2012; the Equal Opportunity Act 1984; the PS Act 2009; the Code of Ethics for Public Sector employees; the principles of diversity; and the Department's policies and procedures;
- Keep accurate and complete records of business activities in accordance with the State Records Act 1997.

- Active participation and contribution in responsible and safe work practices.
- Abides by the Acts, Regulations, Policies and Procedures relevant to employees of the Department;
- Documents and correspondence filed according to States Records Act, 1997.

The capabilities you will bring

Technical expertise

- A recognised degree or post graduate qualification that supports the relevant discipline of planning and development.
- Knowledge of the Development Act 1993, Planning Development and Infrastructure Act and the Planning Strategy (Desirable).
- Knowledge of the respective roles of State and Local Government and private sector in planning and development and of the planning issues current in South Australia (Desirable).
- Knowledge of strategic planning frameworks, planning policy and/or the processing and assessment of elementary development applications (Desirable).

Personal abilities

- Demonstrated ability to communicate effectively, succinctly and accurately, in writing and verbally, in a professional and tactful manner including successfully liaise with people at all levels.
- Ability to work under reduced professional direction, independently or as part of a team, plan and coordinate activities, set priorities, achieve objectives within deadlines and make timely and well informed decisions.
- Exceptional English communication skills, both verbally and in writing.
- Ability to develop collaborative and effective working relationships with a range of stakeholders, internal and external to government.
- High level organisational skill and proven ability to determine priorities, cope effectively with high volumes of work and to meet deadlines.

Experience

- Relevant experience / qualification in Planning or similar field.