



Role Statement

Position title:	Planning Officer	Position no:	Multiple
Classification:	PO2	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 applies professional skills and expertise to support the achievement of Government and Agency planning objectives in relation to strategic planning frameworks and urban planning and policies. The role reports to a Team Leader and works under the professional direction of more senior staff but is required to demonstrate and apply appropriate levels of initiative in relation to professional practices. Support is also provided to colleagues on a range of projects and programs.

Who will you work with

- Reports to Team Leader (note this role may report to one of a number of Managers)
- Planning and Building Directorates
- Other DHUD staff
- State and local government agencies
- Statutory Committees
- Development Industry Groups

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

Planning Projects and Programs

Specified duties

- Participate in a broad range of professional processes relating to the implementation of the Planning Strategy, planning policy or assessment of development applications.
- Undertake the preparation, approval and finalisation of planning processes (etc).
- Resolve complex issues with innovative solutions that are consistent with Agency objectives and national and international developments.

Provide Professional Advice and Stakeholder Engagement

- Provide professional advice and recommendations to the State Commission Assessment Panel, Minister for Planning in relation to standard development applications.
- Work with internal and external stakeholders to address concerns associated with, and to progress and provide input into the work program.

Performance indicator/ measurement

- Plans delivered in time to meet project delivery timeframes.
- Planning work is consistent with Community Engagement Charter principles.
- Communication is detailed, accurate, logical, grammatically correct and error free.
- Communication is tailored to different audiences & levels of understanding.
- Communications are appropriate for the target audience and medium/platform.
- Stakeholder's needs met or exceeded.
- More complex development applications are undertaken by more senior roles.

Provide Professional Support

- Undertake and/or support investigations, assessments, planning and change and improvement functions.
- Undertaking research, analysis, interpretation of findings and preparing technical documents, correspondence and reports, including ministerial correspondence.
- Providing input and discipline advice to management and stakeholders regarding issues related to assigned programs, projects, assets, systems and/or services.

- Develops plans with clear outcomes and supports others to achieve these.
- Identifies areas for system/process improvement and provide solutions or proposals.
- Produces quality and up-to-date documentation containing accurate data and details.
- Work processes undertaken effectively and efficiently.
- Work completed and on time.

Drive Culture

- 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.

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 Planning Development and Infrastructure Act 2016 and associated regulations and planning rules (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

- Ability to interpret, review and implement policy, legislation and regulations.
- Ability to work under 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.
- Demonstrated and strong 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.
- Strong organisational skills and proven ability to determine priorities, cope effectively with high volumes of work and to meet deadlines.

Experience

- Experience working in a planning related role undertaking policy development, strategic planning and/or development assessment.