



## Role Statement

<b>Position title:</b>	Senior Planning Officer	<b>Position no:</b>	Multiple
<b>Classification:</b>	PO3	<b>Review date:</b>	August 2024
<b>Directorate:</b>	Planning and Building		
<b>Business unit:</b>	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 Senior Planning Officer provides expert advice of an independently professional nature in the areas of strategic planning, statutory policy and development assessment. This role will provide positive and constructive support and guidance to less experienced professional staff, assist in the coordination of key tasks.

The role reports to a Team Leader and liaises extensively with executive and senior management to provide support and guidance to professional and administrative team members including any who might be less experienced. The role will provide advice to Minister and State Planning Commission on complex matters relevant to the role, and will network, liaise and engage with a wide range of stakeholders across State and Local Governments, private sector, including industry groups and the general public.

## Who will you work with

- Reports to Team Leader (note this role may report to one of a number of Managers)
- Planning and Building Directors
- 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

- Ensure policy and project activities are delivered effectively and efficiently through project and procurement management and effective governance.
- Proactively acquire and engage the necessary contractor resources for projects to ensure timely project commencement.
- Resolving complex issues with innovative solutions that are consistent with Agency objectives which may include developing and selecting new techniques and methodologies appropriate to the discipline and agency.
- Manage the resources and implementation of new and high level programs and/or major investigations of significant importance to the State to satisfy the government's objectives or the agency's corporate goals.
- Resolve complex issues with innovative solutions that are consistent with Agency objectives and national and international developments.
- Provide expert specialised advice and consultancy to senior management, external stakeholders and inter-agency committees

### Performance indicator/ measurement

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

**Leadership and Management of Direct Reports**

regarding current relevant developments in the discipline and their potential implications to agency policies and strategic plans.

- Prepare complex technical documents and correspondence for assigned programs, projects, assets, systems and/or services.
  - Contribute to a high standard of customer service for internal and external clients and quality management and risk.
  - Manage and take responsibility for a broad range of professional processes relating to assessment of development applications, policy review and writing and strategic planning.
  - Supervise and guide, staff where required, coordinate resources and ensuring the standard of work quality, service delivery and/or compliance with regulations, codes, and specifications meets the Section's objectives.
  - Manage performance reviews and development and provide mentoring and coaching to team members.
  - Ensure equitable workloads throughout all operational teams.
  - Develop and implement workforce plans and succession plans.
- Performance reviews for direct reports have 100% completion rate.
  - Staff development is ongoing and staff are highly skilled and meet performance indicators.
  - Any performance issues appropriately addressed.

### 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 (essential).
- Excellent knowledge and understanding of the Planning, Development and Infrastructure Act 2016 and associated codes, regulations and procedures.
- 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).

### 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.
- Excellent 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.
- 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.

### Experience

- Experience working in a planning related role undertaking policy development, strategic planning and/or development assessment.
- Experience in working in a government business environment (Desirable).
- Experience in strategic and statutory planning with a high level of expertise across areas of planning related disciplines (Desirable).