



Continuous Applicant Pool: Urban and Regional Planning

Applicant information package



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The Department of State Development, Infrastructure, Local Government and Planning connects industries, businesses, communities and government (at all levels) to leverage regions' strengths to generate sustainable and enduring economic growth that supports well-planned, inclusive and resilient communities.

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Any references to legislation are not an interpretation of the law. They are to be used as a guide only. The information in this publication is general and does not take into account individual circumstances or situations. Where appropriate, independent legal advice should be sought.

Copies of this publication are available on our website at www.statedevelopment.qld.gov.au and further copies are available upon request.

Applicant information package

A Unique Opportunity for Urban and Regional Planners

At the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP), we are working to shape Queensland's future by driving economic growth and enabling well-planned, inclusive and resilient local communities. Working with us offers passionate planners an opportunity like no other:

- » Work for the lead government agency for urban and regional planning in Queensland. We set the planning framework and work on some of the largest planning projects
- » Visit locations across Queensland, working with colleagues and communities throughout the state
- » Work in government means work for Queensland. Your job doesn't just allow you to but requires you to directly contribute to making Queensland more beautiful, prosperous, liveable and sustainable
- » Be in a unique position to influence political decisions and government planning policies
- » Have a genuine opportunity to lead the planning agenda and be involved in projects from proposals through to delivery
- » Influence the way government processes work and fix problems rather than feel powerless on the 'outside' of the system
- » Have great opportunities for your career direction and development. The Queensland Government is the biggest employer in the state
- » Enjoy ongoing development from internal and external training providers, as well as mentoring opportunities and sponsorships for further study
- » Work the way you want, in partnership with your team and clients – We are flexible
- » Feel valued and engaged. We value diversity and cultural capability, and we are an equal opportunity employer.

Continuous Applicant Pool – The Process

We are looking for experienced and innovative regional and urban planning officers with the skills to make a positive difference to the big issues across Queensland. You will have the opportunity to join a workplace where your knowledge, experience, diversity and individuality are valued. We invite you to submit your application to the Continuous Applicant Pool (CAP) for consideration.

The CAP collects a variety of information that will help to identify potentially suitable applicants for future employment opportunities within the DSDILGP. If deemed suitable, your details will remain in the Applicant Pool for a period of 12 months and should there be an employment opportunity, you may be contacted to discuss the opportunity further. Additional selection processes (interview, reference and pre-employment checks) to further assess suitability for appointment to a specific position may also be required.

Please note:

- » As part of the Continuous Applicant Pool, you may be offered a temporary or permanent employment opportunity based on applicant suitability
- » If you are placed in the Applicant Pool, you may be offered a position within the relevant time period, however your appointment to a position is not guaranteed
- » By submitting an application, you will not automatically be considered for other advertised vacancies. If you wish to be considered for a specific advertised vacancy, please submit your application for the relevant vacancy via the Smart Jobs website and follow the process outlined for that vacancy.

The Continuous Applicant Pool is used to source graduate and experienced Planning Officers for a wide range of employment opportunities across Brisbane as well as rural and remote locations.

Following submission of your application, you may be contacted directly to discuss appropriate opportunities that match your skills and experience.

About Us: Our Department

Our department is future focused and bold in its leadership. It's our job to think ahead and act now, securing responsible economic development and liveable communities.

Our department:

- » scans and makes sense of the economic road ahead
- » acts with urgency
- » secures both our economic development and our liveability
- » develops our economy sustainably, ethically and inclusively
- » directs development in the public interest.

Visit our website <https://www.statedevelopment.qld.gov.au/> for more information about our department, including our strategic plan, the services we deliver and organisation structure.

Planning Group

Planning Group coordinates and integrates the delivery of planning functions and services for Queensland. We have four divisions with various roles and responsibilities, offering different experiences and opportunities for employees. Our projects are exciting and include important aspects of the current political agenda such as housing supply, diversity and City Deals. Our four divisions are:

Policy and Statutory Planning (PSP) Division

This division puts into practice government policy through the planning framework. They:

- » develop, manage and administer Queensland's planning framework (Act, regulations, state policies, rules, guidelines, processes and forms)
- » delivering plan-making services for Brisbane City Council
- » improve the planning framework through new policy, projects and processes
- » coordinate Cabinet in confidence material for Planning Group.

Development Assessment (DA) Division

Our DA division is responsible for:

- » the State Development Assessment Provisions (SDAP), State Assessment and Referral Agency (SARA) best practice, support, complex applications, and dispute resolution
- » coordinating ministerial infrastructure designation assessments on behalf of the Planning Minister
- » ministerial 'call-in' assessment on behalf of the Planning Minister
- » managing SARA appeals and liaison with Legal Services
- » delivering SARA development assessment for the Brisbane local government area
- » The Growth Areas Team (GAT) was established in 2021 in response to growing demands for affordable land and housing in rapidly expanding parts of South East Queensland. GAT's remit is to help 'unlock' land to facilitate housing and well-planned community outcomes.

Planning and Development Services (PDS) Division

Alongside our Brisbane office, Planning Group has a network of ten regional offices that provide planning and development assessment services, and strategic support to local governments across each of its regions. They are responsible for:

- » delivering SARA development assessment for all local councils across our regional areas (except for Brisbane City Council)
- » delivering plan-making services for all local councils across regional areas (except for Brisbane City Council)
- » responding to enquiries about planning issues from local government and the public.

Regional and Spatial Planning (RSP) Division

The Regional and Spatial Planning division's role includes:

- » the review and delivery of regional plans (such as 'Shaping SEQ')
- » leading the state's City Deals program
- » facilitating growth areas
- » policy delivery for spatially related outcomes
- » demographic and statistical analysis and monitoring.

What We Are Looking For

Appointments in the public service in accordance with Chapter 2 and 3 of the *Public Sector Act 2022* 'Employment on merit and for equity and diversity' and will be assessed by looking at what you've undertaken previously and what knowledge, skills and learned experiences you can bring to the team and the role, including your personal qualities and your potential for development.

Benefits And Conditions

Employees of the department enjoy a range of benefits, excellent working conditions, and flexible working arrangements that give them the opportunity to manage their career to suit their lifestyle.

These include but are not limited to:

- » a 36.25 hour week (a 38 hour week applies to some specific roles)
- » generous leave entitlements (4 or 5 weeks paid annual leave depending on location)
- » reasonable adjustment for people with disabilities
- » an environment that supports family commitments, including 14 weeks paid maternity leave
- » an option to purchase additional leave
- » competitive salaries and generous superannuation entitlements
- » locality allowance for those who work in certain regional locations
- » incentives for roles in regional areas in Queensland
- » potential recognition of prior service (long service and sick leave entitlements) from previous government or educational institutions
- » annual salary increases based on performance until the top of the salary range is reached
- » opportunities for training and professional development
- » a safe and healthy workplace
- » the opportunity for salary packaging
- » relocation assistance (conditions apply).

Other Important Information

- » The department participates in the White Ribbon Australia (WRA) Workplace Accreditation Program as part of our commitment to respond to and prevent domestic and family violence.
- » The department is an agile and responsive employer seeking employees who can rapidly adapt to organisational change and be open to new experiences.
- » Our employees commit to high ethical standards, and we are guided in our interactions with clients and each other by the Queensland Government's Code of Conduct. We demonstrate our commitment to probity and best practice in government by complying with the department's corporate governance framework.
- » The department requires that all staff be responsible for maintaining the confidentiality, integrity and availability of information in accordance with its Information Security policy and Recordkeeping policy. All staff are required to capture, secure and maintain records in the corporate recordkeeping system and protect records from destruction. Records include written and verbal decisions, electronic documents and email messages and paper-based records.
- » For further information about working for the Queensland Public Service, visit www.qld.gov.au.
- » For further information about the work of the department, visit [State Development, Infrastructure, Local Government and Planning](#).

What You Need To Know Before You Apply

Pre-employment checks

You may be required to undergo a variety of pre-employment checks including, but not limited to disciplinary and/or criminal history checks.

Eligibility

We encourage applicants from all backgrounds to apply and will work with non-citizens to validate visa status and eligibility for employment.

To be appointed under the Public Sector Act 2022 (Qld), you must be an Australian citizen or have permission, under Commonwealth law, to work in Australia. To be considered for non-permanent roles an applicant must hold a valid residency visa which permit work for the duration of the appointment.

Applicants will need to provide information confirming their eligibility to live and work in Australia if not an Australian citizen.

Referee checks

Your referee can be asked for information that may be relevant in making a suitability assessment including information about your job performance, behaviours, disciplinary history and attendance. Where adverse comments are made by a referee which may have the potential to affect the outcome, you will be given an opportunity to respond. Please let us know if contacting a referee may be an issue.

Probation

If you are the successful applicant and are not already a permanent employee with the Queensland Public Service, you will be placed on a minimum probation period of three months before the appointment is confirmed. However, a longer period of probation can be implemented provided it is reasonable and prior to the employee accepting the position.

Qualifications

Candidates are not required to have a university degree (undergraduate and/or postgraduate) to be appointed in a planning role, however, due to the nature of the work, a recognised degree from a tertiary institution in urban and regional planning is highly desirable. Other closely related disciplines may also be considered.

You are not required to provide evidence of qualifications when you submit your application; however, you may be asked to provide documentary evidence before being appointed.

An overseas qualification can be recognised in Australia if it has been through a Skills Recognition process. For information on overseas skills recognition, visit the [Queensland Government website](#).

Appointment expenses

If you are required to relocate to accept an appointment you may be eligible to be reimbursed for certain expenses in accordance with legislation, policy and established practice. You should discuss appointment expenses with the Panel Chair if you are invited for further assessment.

Applying For A Vacancy

Each Planning Officer role (levels AO4 – AO7) will have a specific position description and applicants are encouraged to apply online. Please review the position description for more information about the job, skills, experience and highly desirable qualifications that are required for the role. It will help you decide if the role is the right fit for you. Please read the position description carefully as it describes the job application process and outlines any mandatory requirements.

Preparing your application

You must explain why you are interested in the role, why you would be the person best suited to the position, and what strengths you will bring relevant to the “What we are looking for” attributes. Your response should be concise and fully describe how you consider yourself suitable against each attribute. Wherever possible give examples – do not simply state that you meet them. The wording of the key capabilities/attributes indicates the required level of knowledge, skills and attributes needed for the position.

Read each requirement for the role very carefully and determine what each one is asking and ensure that you address all components of each requirement.

In answering each requirement and providing an example you may wish to adopt the STAR approach:

Situation – outline the situation/environment.

Task – identify the task or project.

Action – clearly identify what action you took and your role.

Result – what was the outcome from your action.

Resume and cover letter

The Queensland Government offers information to help applicants with their resumes and cover letters through our [website](#).

Shortlisting

Candidates will be assessed on ability, aptitude, skills, qualifications, knowledge, experience and personal qualities relevant to the role. Your previous employment and potential to develop will also be considered. If you are shortlisted, you may be invited for an interview with a selection panel. Selection panels are required to put the public interest first during the recruitment process by selecting the person best suited for the position through fair and transparent merit-based selection processes.

What happens if you are offered a role?

Candidates who are offered a role in the department will be asked to provide further information to help the appointment process. This will include confirming your identity by providing copies of acceptable forms of identification.

If you have applied for a role at another classification level through the continuous applicant pool process (that is, you have accepted a role at the AO4 Planning Officer classification, but you also applied at the AO5 Senior Planning Officer classification), your application will remain current in the AO5 Senior Planning Officer classification unless you advise you would like it to be removed.

Your application will also be removed from the continuous applicant pool at the classification level you commence work at. Candidates may resubmit an application at any time.

What happens if you are not offered a role?

Applications from candidates who are not offered a role in the department will remain current on the Continuous Applicant Pool for 12 months. Should you wish to be removed from the applicant pool please login to Smart Jobs and withdraw your application. Candidates may resubmit an application at any time.



Department of State Development,
Infrastructure, Local Government and Planning
PO Box 15009 City East Qld 4002 Australia
Tel 13 QGOV (13 74 68)
info@dsdilgp.qld.gov.au
www.statedevelopment.qld.gov.au
Connect with us @GrowingQld

