Principal Planning Officer (Continuous Applicant Pool)

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| Status | Flexible full-time, Flexible part-time and multiple Temporary positions with the possibility of extension | Job ad reference | QLD/511724/23 |
| Organisation | Department of State Development, Infrastructure, Local Government and Planning | Closing date | Friday, 6 September 2024 |
| Location | Multiple locations across Queensland | Contact | Rochelle Sinclair |
| Classification | AO7 |
| Salary | $122,924 - $131,630 per annum | Email | Recruitment.Planning@dsdilgp.qld.gov.au |
| Total Remuneration | $140,245 - $150,178 p.a. including superannuation and leave loading | [Government employees can apply here](https://smartjobs.govnet.qld.gov.au/jobtools/jncustomsearch.jobsearch?in_organid=15033).  [Non-government applicants can apply here](https://smartjobs.qld.gov.au/jobtools/jncustomsearch.jobsearch?in_organid=14904). | |
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| The Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) is an inclusive department. We value and respect differences and the diversity of thought and experiences they bring. We encourage applicants representing all genders, ethnicities, ages, languages, sexual orientations, people with disability and family responsibilities to apply.  We respect, protect and promote human rights in our decision-making and actions.  DSDILGP is committed to working with Aboriginal Peoples and/or Torres Strait Islander Peoples. Our commitment is illustrated by our [Yhurri Gurri Framework](https://www.statedevelopment.qld.gov.au/about-us/our-department/corporate-publications/the-yhurri-gurri-framework) and our role in Queensland Government’s Path to Treaty. | | | |

# Your opportunity

At the DSDILGP, we are thinking ahead and acting now to secure responsible economic development and liveable communities. You can be a part of our team by bringing your passion, innovative regional and urban planning knowledge and 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.

Working with us offers passionate planners like you 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
* Working in government means working 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.

Read more about our [strategic plan](https://www.statedevelopment.qld.gov.au/about-us/our-department/corporate-publications).

# Your team – 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 and diversity and City Deals. Our four divisions are:

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.

# Your contribution

We are looking for passionate, experienced Principal Planners to join our team. Some of your duties may include:

* Prepare documentation to the Minister including preparing replies to Parliamentary Questions, preparing Briefing Notes for senior level managers, assisting in the preparation of Cabinet Submissions and correspondence
* Provide high level advice, support, and information to a range of internal and external clients in relation to planning strategies, recommendations, and considerations with regard to the provision of services and infrastructure in the planning system
* Apply specialist knowledge and expertise to undertake problem solving on planning and development assessment related matters that are of strategic importance to regional planning and the department
* Represent the department, as appropriate, at industry/ stakeholders’ events, meetings and working groups in an effective and professional manner
* The work may include developing policy and/or providing policy, financial, specific subject matter or administrative advice, including specialist advice or undertaking high level project work
* Actively contribute and provide leadership in fostering a team environment and positive culture, where team members enjoy coming to work, are appropriately skilled and challenged, and understand the contributions their role plays in the success of business outcomes
* Build and maintain professional networks with internal and external stakeholders by keeping open and effective line of communication
* Deliver an exceptional client service experience, contribute to continuous improvement and provide innovative solutions to urban planning and development changes
* Undertake research, analysis and interpret complex issues in relation to regional planning and City Deal initiatives.

Please note the key accountabilities listed above are indicative only and are not intended to be a comprehensive list. They may vary from time to time and change to reflect the department’s objectives and priorities, activities or role focus but will be within the limits of your skill, competency, and training.

# What we are looking for

You will be assessed on your ability to demonstrate the following behaviours in the context of the role accountabilities set out in the ‘Your contribution’ section above.

**Vision**:

* Seeks and leverages stakeholder feedback to steer and adjust plans, and encourages others to do the same
* Supports the team to generate actionable insights from data and empowers the use of technology to drive new efficiencies
* Analyses available data and supports others to identify essential information to uncover the cause of issues

**Results**:

* Recognises the unique strengths, areas for development and aspirations of direct reports
* Sets up connections for the team across the organisation to drive collaborative delivery of services
* Works with the team to develop shared objectives and clear indictors for success

**Accountability**

* Encourages others to proactively identify, remedy and enhance safe and inclusive practices
* Acts as a role model for the team by actively seeking feedback and communicating openly about learnings
* Works with the team to evaluate options and develop appropriate plans to mitigate risks

**Technical skills**

* Tertiary qualifications and experience in land use planning in the public and/or private sector is highly desirable.

We’re looking for people that can contribute to a workplace culture that supports inclusion and diversity and encourages and supports employees as individuals in an inclusive environment by applying diverse and inclusive thinking to our business. We recognise, respect and value Aboriginal and/or Torres Strait Islander people and cultures and actively engage through our work to contribute to better outcomes for these communities.

We are also looking for people who will live our values and who are open to change. We manage a mobile, flexible and agile workforce to support service delivery and professional development. Changing organisational needs may mean that employees take on other roles as needed.

We are committed to working with applicants to ensure they can equitably and fully compete in the application process. We can make reasonable adjustments you may need to ensure you can participate to your full potential.

# Working with us

We are invested in our people: At DSDILGP, we know that they are the key to achieving our vision for Queensland. We are committed to creating a thriving and inclusive workplace that has purpose and where people are respected, have the opportunity to fulfil their potential, and deliver the best possible outcomes. We achieve this by creating a diverse workforce and by living our guiding principles, which enable us to harness our strengths and deliver the very best outcomes for all of Queensland.

Our guiding principles describe us at our best. They are the behaviours we strive for and how we do our best work for the people of Queensland. These are:

**Hearts in, hands on** – We are passionate and roll up our sleeves

**Find a way to done** – We take accountability and finish the job

**Go further together, steer the way** – We work collaboratively, but use our influence to get outcomes

**Be surprisingly helpful** – We deliver unexpected quality of service to our colleagues and our stakeholders

**Have a crack. Learn. Repeat** – We take appropriate risks, have a bias for action, learn from the outcomes and continuously improve

With collaborative working at the core of our department, we recognise the power of diversity to broaden perspectives and improve outcomes. We value, respect, include and empower all people so that everyone feels able to bring their whole selves to work.

As public servants we are committed to the highest ethical, professional and service standards in the delivery of outcomes for the people of Queensland. We are proudly a White Ribbon Australia accredited workplace. We are committed to preventing violence and supporting employees affected by domestic and family violence (DFV).

Leadership of, and accountability for, cultural capability encompassing cultural awareness, cultural safety and cultural competence is expected of all levels across the department.

## Your benefits

Your employment experience will include:

* choice of superannuation fund, including up to 12.75 per cent employer superannuation contributions (based on the level of employee contributions)
* generous leave entitlements, including 4 weeks leave and leave loading of 17.5 per cent and five weeks’ leave and 14 per cent leave loading for positions based in the Northern and Western Region of the state
* opportunities for professional development
* a genuine focus on employee health and wellbeing
* ability to negotiate flexible work hours and work arrangements including from Distributed Work Centres
* a productive workplace that supports collaboration, information sharing and stakeholder engagement
* an environment that genuinely values diversity and cultural capability and is an equal opportunity employer.

# How to apply

Please provide the following information to the panel to assess your suitability:

* a one-page response to ‘What we are looking for’, keeping in mind the responsibilities of the role
* a current résumé of no more than three pages
* two referees from the last two years, who have a thorough knowledge of your work performance, strengths and conduct. Please ensure that one of the referees is your current or immediate past supervisor.

Please apply through the [SmartJobs and Careers website](https://smartjobs.qld.gov.au/).

If you are unable to submit your application online, or you have difficulties, or you have been given approval by the contact person listed on this role description to submit a late application, please contact the QSS Customer Support Team on 1300 146 370, between 9 am to 5 pm weekdays. Requests for late applications should be made to the contact person listed on this role description and may be granted at their discretion. Queries about the status of your application should be also directed to the contact person on this role description. Hand delivered applications will not be accepted.

# About the recruitment process

* Applications remain current for 12 months and may be used to recruit to recurring and similar vacancies.
* A probationary period of three months applies to non-executive contract external appointees unless otherwise agreed in writing.
* Applications from recruitment agencies will not be accepted.
* Criminal history and due diligence checks may be undertaken on preferred applicant(s), depending on the nature of the positions and the responsibilities of the role. If we receive information that may exclude you from further consideration, you will be given an opportunity to respond, and your response will be taken into account in the evaluation process.

# Applicant responsibilities

* All recommended applicants will be required to disclose any serious disciplinary action taken against them in public sector employment.
* Within one month of commencing employment, the successful applicant is required to disclose any employment as a lobbyist undertaken in the preceding two years.