



Planning Project Officer

Branch: Planning and Strategy

Directorate: Maritime

Position Number: 00026685

Classification: Level 5

Physical Location: Fremantle (Newman Court)

Award/Agreement: Public Service Award & Public Sector CSA Agreement 2024

Our purpose: Empowering a thriving community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



Working **together**, we get things done.



Looking after **ourselves** and supporting **others**.



Always open to **possibilities**.



Taking ownership, we **deliver**.

Overview of the directorate

The Maritime Directorate is responsible for meeting the challenges and maximising the opportunities presented by the vast WA coastline and facilitating the safe and sustainable use of navigable waters. Responsibilities include oceanographic data collection, management of our fragile coastline, strategic coastal planning, design and delivery of recreational and commercial boating infrastructure, management of maritime facilities, management of maritime environmental emergencies, management of operational initiatives and the performance of Harbour Master functions within SPA ports throughout the State. The Directorate promotes the professional development of its staff by encouraging active participation in Maritime emergency activities and inter-directorate projects in line with operational requirements and employee interests. To meet the needs of its customers and balance the competing demands placed on one of the State's greatest assets, the Maritime Directorate actively engages with other State, Commonwealth, and local government authorities, the private sector, and the community. The Directorate is

dedicated to the enhancement of the WA coast and safe and sustainable use of navigable waters. A flexible management approach encourages staff to participate in projects across the specialist project areas, offering job diversity in a stimulating and collaborative work environment that prides itself on being supportive and friendly.

Overall purpose of the role

Responsible for the effective planning of projects, research, and project management for Western Australia's Maritime transport system, with a particular focus on the orderly planning of marine infrastructure.

We recognise and nurture leadership in all contexts.

We consider all our people to be leaders, whether leading a team, a technical function or leading themselves. As such, we expect our people to adopt the expected behaviours and associated mindsets outlined in [Building Leadership Impact](#) and described fully in [Leadership Expectations](#).

The leadership context of this role is Personal Leadership. We provide opportunities to develop and mature your behaviours so you can have a greater leadership impact.

Work description

- Participates in strategic planning initiatives including master planning, concept design and planning policy direction.
- Reviews planning scheme reviews and the development of Land Use and Development Frameworks for DoT's Maritime Facilities.
- Performs a regulatory assessment and compliance role with respect to third party development proposals within DoT Maritime's jurisdiction.
- Works autonomously to manage the planning and approval of projects relative to the development of coastal and maritime facilities.
- Supports Senior Planning Officers and coordinates with internal and external stakeholders in relation to the planning of maritime projects and facilities.
- Manages procurement processes including drafting complex scope of works, contractor assessment and evaluation and manages contracts and consultants' outputs to support maritime investigations and planning.
- Prepares Ministerial briefing notes and responses to Ministerial correspondence on matters pertaining to this position.
- Ensures efficient and effective management of all relevant project documentation, including files, drawings, data sets and tender and contract documents.

- Undertakes other duties, as required.

Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department’s values.

Criteria

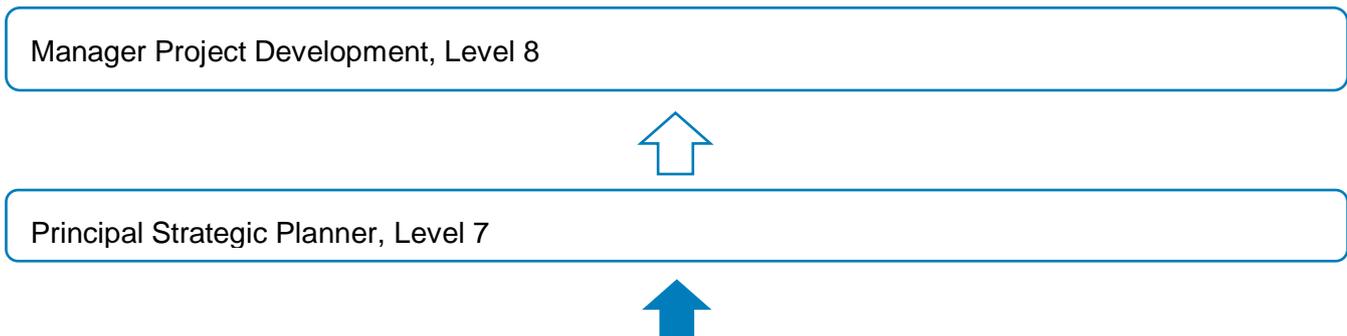
ESSENTIAL:

1. A degree in Urban and Regional Studies or Urban and Regional Planning AND/OR considerable urban planning experience.
2. Experience in advancing development proposals through to a project ready stage including statutory planning, master planning, preliminary design, stakeholder engagement, and project approvals.
3. Experience in project management including defining, procuring, and supervising specialist consultancy contracts to support project planning and approvals.
4. Well-developed verbal, interpersonal and analytical skills including the ability to negotiate and interact effectively across Government and with local communities, and a broad range of stakeholders.
5. Experience in performing a regulatory role in urban planning.

DESIRABLE:

1. Experience in project planning for waterfront precincts and marine related projects.

Reporting relationships



This Position

Nil

Allowances/Special conditions

1. A current national police clearance, incorporating criminal and traffic convictions and infringements, is required for this position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**Executive Director
People and Culture**