



Position Description

Position Title:	Planning Officer	Classification Level:	5
Position Number:	32083, 32084	Reports to:	Manager Planning L7
Directorate:	Advisory Services	Supervises:	0 FTE
Branch/Section:	Statutory Planning and Asset Policy	Location:	Perth Metropolitan Area



Empathy Collaboration Growth Clarity

Our Values

Our values define who we are, how we communicate, interact, develop and work together. Our values underpin everything we do.

Our values: **Clarity, Empathy, Collaboration** and **Growth**.

Role Summary

The Planning Officer role is in the Statutory Planning team within the Statutory Planning and Asset Policy group. The Planning Officer is responsible for progressing statutory approvals, land assembly, development approvals, due diligence reports, and land and planning advice for the delivery of public works projects.

Responsibilities

- Prepare due diligence land and planning reports and site selection reports by interrogating land information systems and the use of GIS mapping services.
- Progress land and statutory planning projects to facilitate approval and delivery requirements to support Government requirements.
- Provide high-level analysis and research support for specific projects.
- Liaise and communicate within the Directorate, across the Division and organisation to ensure a co-operative approach to information exchange and identification.
- Present and report on project statutory approvals, land assembly and statutory planning matters.
- Demonstrate Finance's values in all interactions to contribute towards an innovative, customer focused, high-performing and values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as directed.



Essential Requirements

- Demonstrated experience in land and planning approvals in accordance with the Western Australian Planning Commission policy framework.
- Experience in preparing statutory planning and land assembly documents that are compliant with statutory planning legislation and policy.
- Well-developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service.

Desirable Requirements

- Experience within the land and planning industry.
- A degree relevant to urban and regional development, or equivalent discipline related to the duties of the position.
- GIS competency skills.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of Finance and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in **Personal Leadership** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Pre-employment requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: M.McLeod, HR Consultant, November 2023

Classification Evaluation Date: October 2019

