



Senior Planning Project Officer

Branch:	Planning and Strategy
Directorate:	Maritime
Position Number:	00013498
Classification:	Level 6
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 (DoT) together with Main Roads WA and the Public Transport Authority forms the Transport portfolio. DoT seeks to connect people and places to keep Western Australia moving towards a safer, healthier and more sustainable future.

Our Values:

Collaboration	<i>Working together, we get things done</i>
Wellbeing	<i>Looking after ourselves and supporting others</i>
Adaptability	<i>Always open to possibilities</i>
Accountability	<i>Taking ownership, we deliver</i>

DoT promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DoT is a values-based organisation committed to empowering a thriving community. 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.

Overview of 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

Undertakes the strategic and facility master planning for small craft maritime and associated waterfront precincts around the State.

Establishes and reviews appropriate land use planning frameworks for maritime facilities and waterfront precincts.

Consults with and provides advice to stakeholders, Government Departments, Local Government Authorities and the community on maritime developments.

Work Description

Undertakes a range of planning studies, research, investigation, feasibility and other studies into small craft maritime facilities and waterfront precincts around the State.

Coordinate and analyses input from other Branches, Government Departments, Local Government Authorities, and the community on the formulation of strategies, plans and recommendations.

Assess a range of planning proposals, including planning strategies, planning scheme amendments, and private development proposals, as they relate to small craft maritime development and provide comment and recommendations consistent with the Department's regulatory and advisory role.

Provide advice on and undertakes public participation programs in association with maritime planning studies including the facilitation of public workshops as required.

Reviews and prepares planning policies and strategic planning instruments to guide land uses and development within maritime facilities and precincts.

Undertake projects in accordance with standard procedures including the preparation and implementation of master plans for waterfront precincts.

Manages procurement processes including drafting complex scope of works, contractor assessment and evaluation and manages contracts and consultant outputs to support maritime investigation and planning.

Participate in the business planning process and translates business plans into clearly articulated work plans.

Prepare Ministerial briefing notes and responses to Ministerial correspondence on matters pertaining to this position.

Ensure efficient and effective management of all relevant project documentation, including files, drawings, data sets and tender and contract documents.

Contribute to the ongoing improvement of procedures, work instructions and guidelines for project and contract management, through maintaining adequate understanding of current industry practice.

Respond to requests from external parties for information held by the Department.



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:

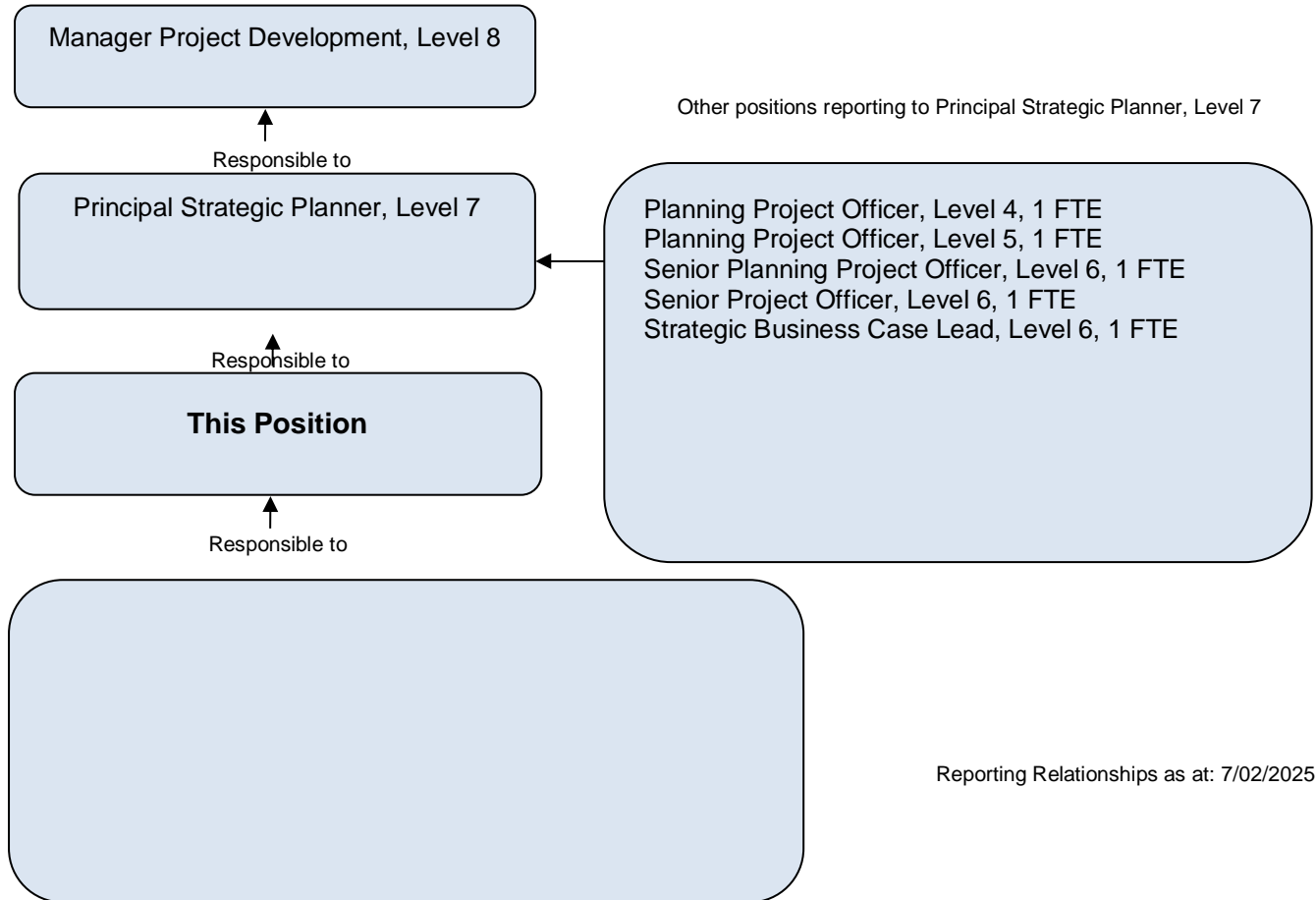
1. A degree in Urban and Regional Planning, Landscape Architecture, Transport Planning or an approved, equivalent relevant to urban planning and/or extensive planning or urban design experience.
2. Experience in precinct planning including the preparation and implementation strategic master plans.
3. Experience in assessing development proposals, including providing statutory advice to government agencies.
4. Experience in developing and implementing land use planning frameworks and policies.
5. Experience in project management including defining, procuring and supervising specialist consultancy contracts to support project development.
6. Well-developed written and verbal communication, interpersonal and negotiation skills.

DESIRABLE:

Experience in project planning for marine related projects.



Reporting Relationships



Allowances/Special Conditions

A current national police clearance certificate 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**