



## Position Description

<b>Position</b>	Senior Planner
<b>Directorate</b>	Planning
<b>Location/s</b>	Headland Park, Mosman;
<b>Reports to</b>	Director, Planning
<b>Direct Reports</b>	Nil
<b>Enterprise Agreement Classification</b>	Executive Level 1
<b>Our Organisation</b>	<p>The Sydney Harbour Federation Trust (Harbour Trust) manages extraordinary places on the world's best harbour and provides the public with access to precious bushland, parks and open spaces.</p> <p>Located in First Nations countries, our visitor destinations are known for their natural beauty. They also feature heritage-listed structures and other remnants from Australia’s colonial, maritime and military history. For these reasons, they have significance on a national and international scale.</p> <p>Our vision includes making our destinations accessible to diverse audiences, amplifying their heritage and environmental values through storytelling and – through their conservation, remediation and adaptive reuse – fostering a sense of place and belonging.</p>
<b>Code of Conduct &amp; Values</b>	<p>All employees at the Harbour Trust abide by the Harbour Trust’s key values and Code of Conduct, behaving honestly and with integrity and acting with care and diligence.</p> <p>Employees are required to maintain confidentiality of all Harbour Trust information, upholding the Harbour Trust’s values, integrity and its good reputation.</p>
<b>Harbour Trust Behaviours</b>	Delivering on these behavioural expectations is the responsibility of all staff and forms part of our integrated performance framework:



	<ul style="list-style-type: none"> <li>- We are ambassadors</li> <li>- We share information</li> <li>- Us not they</li> <li>- Collaboration is key</li> <li>- Caring for country mindset</li> <li>- We are all storytellers</li> <li>- Being constructive</li> <li>- Innovation mindset</li> </ul>
<b>Delegations</b>	To fulfill your role and responsibilities, you are delegated powers outlined within the Harbour Trust Register of Delegations. Delegated powers are to be exercised responsibly in a proper, ethical, diligent, professional and efficient manner, including always acting in good faith and in the best interests of the Harbour Trust.
<b>Health &amp; Safety</b>	The Harbour Trust integrates safety into all aspects of the business to promote a positive safety culture and takes proactive steps to mitigate the risk of harm to employees and others in the workplace.
<b>Our Commitment</b>	The Harbour Trust is an equal employment opportunity employer, committed to ensuring all employees are free from discrimination and harassment; where everyone is treated with dignity, courtesy and respect.

### ROLE OVERVIEW:

This role's main purpose is to assist the Director, Planning in providing the Harbour Trust with a range of planning activities to meet legislative compliance.

The role will suit a highly experienced person with relevant qualifications in town planning or a related field, with at least four years practical experience. This is a unique opportunity for a planning professional to be involved in a wide range of planning practice. The role will involve a mixture of on-site and office-based work across Harbour Trust sites.

This role requires you to be a personable and collaborative team player, capable of working in multidisciplinary teams with the ability to influence and promote a positive workplace culture.



## ROLE ACCOUNTABILITIES:

- Assess applications for permits granted under the Harbour Trust's Regulations (including for complex development proposals and liquor permits).
- Liaise with internal multidisciplinary teams and external stakeholders to deliver projects at various levels of complexities, timeframes, and scales.
- Interpret and apply Harbour Trust legislation, plans and policies and make recommendations to ensure the Harbour Trust complies with all its statutory obligations.
- Prepare and interpret submissions, reports, policies, and other forms of correspondence to support the provision of timely and accurate planning advice and information.
- Prepare and conduct tendering processes and manage private consultants, when needed for specific projects, within agreed timeframe and budget.
- Plan for and implement solutions to operational and environmental issues (such as parking management, new signage etc.).
- Meet your obligations in relation to your responsibilities towards working safely at the Harbour Trust.
- Mentor and guide junior employees within the Harbour Trust.
- Other duties as required.

*While we have made every effort to include all core responsibilities in this position description, it is not an exhaustive list of accountabilities. Tasks and priorities may change based on business needs.*

## SELECTION CRITERIA:

### **Essential (*Qualifications, attributes, skills and knowledge*)**

- Experience in development assessment and/or strategic planning and plan preparation, including current knowledge of relevant planning and land-use legislation.
- Experience in preparation of reports and submissions.
- Demonstrated ability to prioritise, time manage and manage workload with competing demands.
- Ability to work in a team environment.
- Strong oral and written communication skills with the capabilities in negotiation, representation and liaison.



- Ability to adhere to Government policies on Workplace Diversity, Workplace Participation and Work Health & Safety as they apply in the workplace.
- Current Drivers Licence

## **Desirable**

- Knowledge or experience of the cultural heritage of Sydney Harbour and its environs

## **QUALIFICATIONS:**

- Tertiary qualifications in planning or related fields and a minimum of four years relevant experience.

## **ELIGIBILITY:**

- Satisfy a Police Check
- Hold Australian citizenship or residency or appropriate visa.



## INTEGRATED LEADERSHIP SYSTEM

### Executive Level 1 profile

Shapes strategic thinking	Achieves results	Cultivates productive working relationships	Exemplifies personal drive and integrity	Communicates with influence
<p><b>Inspires a sense of purpose and direction</b></p> <p>Provides direction to others regarding the purpose and importance of their work. Illustrates the relationship between operational tasks and organisational goals. Sets work tasks that align with the strategic objectives and communicates expected outcomes.</p> <p><b>Focuses strategically</b></p> <p>Understands the organisation's objectives and aligns operational activities accordingly. Considers the ramifications of issues and longer-term impact of own work and work area.</p> <p><b>Harnesses information and opportunities</b></p> <p>Gathers and investigates information from a variety of sources, and explores new ideas and different viewpoints. Probes information and identifies any critical gaps. Maintains an awareness of the organisation, monitors the context in which the organisation operates and finds out about best practice approaches.</p> <p><b>Shows judgment, intelligence and commonsense</b></p> <p>Undertakes objective, systematic analysis and draws accurate conclusions based on evidence. Recognises the links between interconnected issues. Breaks through problems and weighs up the options to identify solutions. Explores possibilities and innovative alternatives.</p>	<p><b>Builds organisational capability and responsiveness</b></p> <p>Reviews project performance and focuses on identifying opportunities for continuous improvement. Identifies key talent to support performance. Remains flexible and responsive to changes in requirements.</p> <p><b>Marshals professional expertise</b></p> <p>Values specialist expertise and capitalises on the expert knowledge and skills of others. Contributes own expertise to achieve outcomes for the business unit.</p> <p><b>Steers and implements change and deals with uncertainty</b></p> <p>Establishes clear plans and timeframes for project implementation and outlines specific activities. Responds in a positive and flexible manner to change and uncertainty. Shares information with others and assists them to adapt.</p> <p><b>Ensures closure and delivers on intended results</b></p> <p>Sees projects through to completion. Monitors project progress and adjusts plans as required. Commits to achieving quality outcomes and ensures documentation procedures are maintained. Seeks feedback from stakeholders to gauge satisfaction.</p>	<p><b>Nurtures internal and external relationships</b></p> <p>Builds and sustains relationships with a network of key people internally and externally. Proactively offers assistance for a mutually beneficial relationship. Anticipates and is responsive to internal and external client needs.</p> <p><b>Facilitates cooperation and partnerships</b></p> <p>Involves people, encourages them and recognises their contribution. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member.</p> <p><b>Values individual differences and diversity</b></p> <p>Recognises the positive benefits that can be gained from diversity and encourages the exploration of diverse views. Harnesses understanding of differences to enhance interactions. Recognises the different working styles of individuals, and tries to see things from different perspectives.</p> <p><b>Guides, mentors and develops people</b></p> <p>Identifies learning opportunities for others and empowers them by delegating tasks. Agrees clear performance standards and gives timely praise and recognition. Makes time for people and offers full support when required. Delivers constructive, objective feedback in a manner that gains acceptance and achieves resolution. Deals with under-performance promptly.</p>	<p><b>Demonstrates public service professionalism and probity</b></p> <p>Adopts a principled approach and adheres to the APS Values and Code of Conduct. Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the organisation in public and internal forums.</p> <p><b>Engages with risk and shows personal courage</b></p> <p>Provides impartial and forthright advice. Challenges important issues constructively, and stands by own position when challenged. Acknowledges mistakes and learns from them, and seeks guidance and advice when required.</p> <p><b>Commits to action</b></p> <p>Takes personal responsibility for meeting objectives and progressing work. Shows initiative and proactively steps in and does what is required. Commits energy and drive to see that goals are achieved.</p> <p><b>Displays resilience</b></p> <p>Persists and focuses on achieving objectives even in difficult circumstances. Remains positive and responds to pressure in a controlled manner. Continues to move forward despite criticism or setbacks.</p> <p><b>Demonstrates self awareness and a commitment to personal development</b></p> <p>Self-evaluates performance and seeks feedback from others. Communicates and acts on strengths and development needs. Reflects on own behaviour and recognises the impact on others. Shows strong commitment to learning and self-development, and accepts challenging new opportunities.</p>	<p><b>Communicates clearly</b></p> <p>Confidently presents messages in a clear, concise and articulate manner. Focuses on key points and uses appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity.</p> <p><b>Listens, understands and adapts to audience</b></p> <p>Seeks to understand the audience and tailors communication style and message accordingly. Listens carefully to others and checks to ensure their views have been understood. Checks own understanding of others' comments and does not allow misunderstandings to linger.</p> <p><b>Negotiates persuasively</b></p> <p>Approaches negotiations with a strong grasp of the key issues, having prepared in advance. Understands the desired objectives and associated strengths and weaknesses. Anticipates the position of the other party, and frames arguments accordingly. Encourages the support of relevant stakeholders. Strives to achieve an outcome that delivers benefits for both parties.</p>