

# Role Description

## Senior Advisor, Town Planning

Role Description Fields	Details
Cluster	Health
Department/Agency	Health Infrastructure
Division/Branch/Unit	Capital & Commercial Advisory
Classification/Grade/Band	Health Manager Level 5
ANZSCO Code	232611
PCAT Code	1112291
Date of Approval	June 2024
Agency Website	<a href="http://www.hinfra.health.nsw.gov.au">www.hinfra.health.nsw.gov.au</a> and <a href="http://www.health.nsw.gov.au">www.health.nsw.gov.au</a>

### Agency overview

Health Infrastructure was established in 2007 as the capital delivery agency of NSW Health for projects over \$10 million. Today, Health Infrastructure plans and delivers sustainable and innovative infrastructure to meet the healthcare needs of NSW communities now and into the future. We are collaborating with Local Health Districts and Specialty Health Networks, system managers, other government agencies and industry to transform public health facilities and precincts across metropolitan and regional and rural NSW. In doing so, we contribute long term economic and social benefits to NSW communities.

### Primary purpose of the role

The Senior Advisor, Town Planning provides expert advice and direction on statutory and strategic town planning matters for capital projects, programs and precincts across the HI portfolio.

The role is responsible for ensuring that planning and environmental services, as well as regulatory processes, are compliant with relevant statutory requirements, managed effectively and efficiently, and delivered in a timely manner to enable the successful delivery of HI's projects and programs. The role provides leadership and direction to consultants, specialist advisors and less experienced staff where required.

### Key accountabilities

- Provide highly technical expertise in the provision and promotion of environmental and project assessment outcomes, including best practice in the development of proposals for health services facilities, to deliver HI projects in line with government objectives around budget, design, social and environmental considerations.
- Develop and deliver new business improvement initiatives and drive engagement with key stakeholders to deliver on Organisational priorities and objectives.
- Provide high quality advice, reports, briefs and analysis on property acquisitions, state and local government planning policies, regulations and legislation affecting the delivery of public health services facilities and emergency services facilities for HI.
- Providing comprehensive and high quality town planning reports, recommendations and advice to support Capital Project teams to deliver public health services facilities and so the Chief Executive can exercise their delegation to determine projects under Part 5 of the EP&A Act 1979.

# Role Description

## Senior Advisor, Town Planning

- Prepare comprehensive strategies for HI projects that considers the statutory requirements of the EP&A Act 1979, and other relevant Commonwealth and State legislation and NSW Government objectives regarding budget, place-based planning, sustainability and design.
- Liaise with other State government departments and agencies, local councils and other relevant stakeholders in relation to planning approvals, development applications and environmental assessment processes, and to share information, clarify issues, seek cooperation, and communicate progress.
- Anticipate and address emerging town planning matters, which are often contentious and critical with a high level of associated risk, and provide accurate advice on complex issues and legislation, often within tight timeframes.

### Key challenges

- Maintaining a sound knowledge of NSW and Commonwealth legislative and regulatory requirements relating to good planning approval practice, policies and procedures.
- Delivering a range of support services, given tight deadlines, limited resources and the need to manage competing priorities.
- Anticipating and addressing issues that can be contentious and providing accurate advice on town planning and environment issues and legislation.

### Key relationships

#### Internal

Who	Why
Line Manager	<ul style="list-style-type: none"><li>• Provide robust advice and sound recommendations on planning matters to influence planning, organisational decisions and initiatives, and resolve issues.</li><li>• Ensure the effectiveness of initiatives, decision making and governance relevant to Health Infrastructure.</li><li>• Report on program matters and identify emerging issues/risk and their implications to propose solutions.</li></ul>
Team	<ul style="list-style-type: none"><li>• Collaborate to share information on programs and projects and provide technical advice.</li><li>• Participate in meetings to contribute and seek ideas to improve business unit performance, service delivery and work outcomes.</li></ul>
Stakeholders	<ul style="list-style-type: none"><li>• Collaborate, build relationships and provide expert advice and solutions to influence decisions, create buy-in, share accountability and resolve conflicts.</li><li>• Provide robust advice on projects, programs and precincts to ensure compliant, innovative and effective planning, design and delivery of HI projects.</li></ul>

#### External

Who	Why
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# Role Description

## Senior Advisor, Town Planning

Other NSW Government Stakeholders	<ul style="list-style-type: none"><li>• Establish professional networks and relationships to maintain currency of issues, share ideas, tools and learnings, leverage intelligence, and collaborate on common responses to emerging issues.</li><li>• Leverage continuous improvements in planning approaches, tools or processes.</li><li>• Provide information, respond to inquiries and resolve disputes.</li></ul>
Industry Partners	<ul style="list-style-type: none"><li>• Represent the agency in discussions with other key stakeholders on town planning and environment matters.</li></ul>

### Role dimensions

#### Decision making

The Health Infrastructure Vision, CORE Values, and Corporate Plan and Business Priorities provide the context for the role. The role makes decisions and acts within Government and NSW Health legislative and regulatory frameworks, delegations, policy and procedural frameworks and guidelines.

Works with limited supervision and guidance to achieve overall work commitments developed in agreement with the supervisor or manager. Acts independently to determine day-to-day work priorities, negotiates matters related to area of responsibility and makes decisions in relation to the quality of work outcomes.

#### Reporting line

Role reports and accounts to Program Director, Town Planning

#### Direct reports

1-2 reports

#### Budget/Expenditure

Nil / As per financial delegations

### Key knowledge and experience

- Comprehensive knowledge of environmental assessment processes, including NSW regulatory requirements relating to the NSW Planning system and the development of health and emergency services facilities.
- Significant experience in the application of Government plans, policies and guidelines for state significant projects and activities under Part 5 of the EP&A Act.
- Experience communicating with senior level positions to an array of audiences (verbally and in writing).

### Essential requirements

- Tertiary qualifications in town planning
- Current valid driving licence

### Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and

# Role Description

## Senior Advisor, Town Planning

business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.



The capabilities are separated into focus capabilities and complementary capabilities

### Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.



The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

### Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>Act as a professional role model for colleagues, set high personal goals and take pride in their achievement</li> <li>Actively seek, reflect and act on feedback on own performance</li> <li>Translate negative feedback into an opportunity to improve</li> <li>Take the initiative and act in a decisive way</li> <li>Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation</li> </ul>	Advanced
	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>Articulate complex concepts and put forward compelling arguments and rationales to all levels and types of audiences</li> <li>Speak in a highly articulate and influential manner</li> <li>State the facts and explain their implications for the organisation and key stakeholders</li> <li>Promote the organisation's position with authority and credibility across government, other jurisdictions and external organisations</li> <li>Anticipate and address key areas of interest for the audience and adapt style under pressure</li> </ul>	Highly Advanced

# Role Description

## Senior Advisor, Town Planning

 <p>Relationships</p>	<p><b>Work Collaboratively</b></p> <p>Collaborate with others and value their contribution</p>	<ul style="list-style-type: none"> <li>• Recognise outcomes achieved through effective collaboration between teams</li> <li>• Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government</li> <li>• Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions</li> <li>• Network extensively across government and organisations to increase collaboration</li> <li>• Encourage others to use appropriate collaboration approaches and tools, including digital technologies</li> </ul>	<p>Advanced</p>
 <p>Results</p>	<p><b>Deliver Results</b></p> <p>Achieve results through the efficient use of resources and a commitment to quality outcomes</p>	<ul style="list-style-type: none"> <li>• Use own professional knowledge and the expertise of others to drive forward organisational and government objectives</li> <li>• Create a culture of achievement, fostering on-time and on-budget quality outcomes in the organisation</li> <li>• Identify, recognise and celebrate success</li> <li>• Establish systems to ensure all staff are able to identify direct connections between their efforts and organisational outcomes</li> <li>• Identify and remove potential barriers or hurdles to achieving outcomes</li> <li>• Initiate and communicate high-level priorities for the organisation to achieve government outcomes</li> </ul>	<p>Highly Advanced</p>
 <p>Results</p>	<p><b>Plan and Prioritise</b></p> <p>Plan to achieve priority outcomes and respond flexibly to changing circumstances</p>	<ul style="list-style-type: none"> <li>• Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work</li> <li>• Initiate, prioritise, consult on and develop team and unit goals, strategies and plans</li> <li>• Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses</li> <li>• Ensure current work plans and activities support and are consistent with organisational change initiatives</li> <li>• Evaluate outcomes and adjust future plans accordingly</li> </ul>	<p>Adept</p>

# Role Description

## Senior Advisor, Town Planning



### Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues
- Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others
- Take account of the wider business context when considering options to resolve issues
- Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements
- Implement systems and processes that are underpinned by high-quality research and analysis
- Look for opportunities to design innovative solutions to meet user needs and service demands
- Evaluate the performance and effectiveness of services, policies and programs against clear criteria

Advanced



### Finance

Understand and apply financial processes to achieve value for money and minimise financial risk

- Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management
- Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound
- Assess relative cost benefits of various purchasing options
- Promote the role of sound financial management and its impact on organisational effectiveness
- Obtain specialist financial advice when reviewing and evaluating finance systems and processes
- Respond to financial and risk management audit outcomes, addressing areas of non-compliance in a timely manner

Advanced

# Role Description

## Senior Advisor, Town Planning



### Manage and Develop People

Engage and motivate staff, and develop capability and potential in others







- Refine roles and responsibilities over time to achieve better business outcomes
- Recognise talent, develop team capability and undertake succession planning
- Coach and mentor staff and encourage professional development and continuous learning
- Prioritise addressing and resolving team and individual performance issues and ensure that this approach is cascaded throughout the organisation
- Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives

Advanced

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.







Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Advanced
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Advanced
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Advanced
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Advanced



# Role Description

## Senior Advisor, Town Planning

	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
	Project Management	Understand and apply effective planning, coordination and control methods	Adept
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Adept
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Adept
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Advanced