

# POSITION DESCRIPTION

<b>Role title</b>	<b>Senior Planner</b>	<b>Last reviewed</b>	May 2024
<b>Division</b>	Property and Major Projects	<b>Team</b>	Project Services
<b>Reports to</b>	Planning Services Lead	<b>Classification</b>	PO4
<b>Direct reports</b>			

## Role Purpose

Provide expert strategic planning guidance to ensure the development of property and infrastructure that aligns with South Australia's growth and urban renewal objectives and contributes to public interest and the state's socio-economic development.

## Key Accountabilities

- Overseeing the implementation of programs of importance to the state, to satisfy the State Government's objectives to unlock land supply. These programs require high level strategic planning and innovative thinking within a multi-discipline environment.
- Deliver specialist advice to Renewal SA and other government agencies to identify sites for crucial state facilities (e.g. schools, correctional facilities and hospitals).
- Contribute to the master planning of greenfield and urban renewal sites, ensuring a balance of economic, social, and environmental benefits.
- Support and inform the development of comprehensive strategies for the purchase or sale of land, including development of delivery models, financial feasibility, community engagement, governance, and infrastructure planning.
- Oversee precinct planning under the Urban Renewal Act 1995, ensuring compliance with statutory obligations and alignment with government objectives.
- Support negotiations for strategic land transactions, identifying and proposing solutions for complex project risks in line with agency policies.
- Produce high quality reports and briefings on the progress of projects, disseminating information about project timelines, progress, budget and risks to stakeholders.
- Prepare and manage contract documents, evaluate tenders/submissions, and manage Development Deed requirements for timely project outcomes.

## Key Relationships

Internal	
Who	Why
Executive	Provide expert advice and support, respond to and deliver against strategic and business plans, agreed projects and new initiatives as required by Executive.

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Internal	
Who	Why
Manager	Receive guidance and instruction, seek clarification and advice, transparent and timely reporting on progress against work plans and work to priorities as required by your Manager.
Work Team	Participate in meetings, share information, and provide input on issues. Support team members and work collaboratively to contribute to achieving team outcomes.
Direct Reports	Support, guide and manage performance.
Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.

External	
Who	Why
Other Government Agencies	Establish networks and collaborative relationships across SA Government to share ideas and learnings and develop common responses to emerging issues.
External Stakeholders	Engage with relevant stakeholders to facilitate communication, provide expert advice, gather and exchange relevant information.
Vendors/Suppliers/Consultants	Manage contracts for quality, on-time service delivery, compliance and performance targets.

## Key Challenges

- Managing and aligning the interests of various stakeholders, including government agencies, community groups, and private entities, while adhering to statutory and policy frameworks.
- Keeping pace with evolving urban development trends, economic conditions, and demographic changes, and effectively integrating these dynamics into strategic planning and development.
- Identifying and mitigating significant risks in property development projects, and devising innovative solutions to highly complex issues, within the constraints of government policies and objectives.

## Qualifications and Technical Requirements

- Tertiary qualifications in regional and urban planning/property or a related field.
- High level of expertise, experience and comprehensive knowledge within the planning and development discipline.
- Ability to operate under general policy direction and with professional independence.

## Special Conditions

- Out of hours work may be required
- Inter/intrastate travel may be required

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- ▶ The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- ▶ The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- ▶ The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework
- ▶ A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

## Key Capabilities

The [Renewal SA Capability Framework](#) integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
Culture and Collaboration	Respect Everyone	Accomplished	<ul style="list-style-type: none"> <li>▶ Create ways for employees to contribute to the discussions that are relevant to them and include their inputs.</li> <li>▶ Articulate and communicate the benefits of diversity of thought and perspective in our everyday actions and interactions.</li> <li>▶ Promote the learning and application of cultural competency and our Reconciliation Action Plan across teams at Renewal SA.</li> <li>▶ Promote ways of reducing bias and benefits of equity in our thinking and seek out and address bias and non-equitable actions.</li> </ul>
Strategy and Growth	Make an Impact	Intermediate	<ul style="list-style-type: none"> <li>▶ Drive a culture at Renewal SA that strives to consistently and efficiently deliver high quality work and outputs</li> <li>▶ Use strategic relationships, research and analysis to understand in-depth the needs, expectations and context of issues</li> <li>▶ Strategise and plan with others to envision the ways for Renewal SA to deliver sustainable, long-term value.</li> <li>▶ Maximise utilisation of strategic relationships to anticipate and influence decisions and outcomes.</li> </ul>
Innovation and Agility	Be Flexible	Intermediate	<ul style="list-style-type: none"> <li>▶ Apply advanced research techniques and analysis to seek underlying causes of issues and identify leading best practices</li> <li>▶ Proactively communicate the purpose of new initiatives or procedures and engage with others to improve understanding.</li> <li>▶ Contribute to Renewal SA's strategic planning processes with deep knowledge of the economic and social landscape</li> </ul>

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Capability Group	Capability	Level	Behaviours
Solutions Focused	Prioritise and Plan	Accomplished	<ul style="list-style-type: none"> <li>▶ Utilise quantitative and qualitative analysis to create a broad view of the issues and solutions.</li> <li>▶ Engage across government and communities at senior levels to develop and deliver solutions to major issues.</li> <li>▶ Drive Renewal SA's use of detailed analysis, where needed, to create the insights needed to solve problems. Drive a culture of proactive maintenance of plans and schedules that will impact on objectives and strategy. Support integrated portfolio planning between Renewal SA operations to maximise effectiveness of resources</li> </ul>

Delegate	Role occupant
<i>This position profile accurately outlines the expectations of the role.</i>	<i>I have read and understood the role and expectations of me.</i>
Name:	Name:
Title:	Signature:
Signature:	
Date:	Date: