**Position Description**

Planning and Assessment Specialist

**Portfolio: Strategy and Performance**

**Reporting to: Environmental Planning, Assessment and Approvals Manager**

## Position Purpose

Provide technically robust and timely expert advice and overview of environmental assessments and provide recommendations for best practice environmental performance and management in relation to internal and external development and activities impacting WaterNSW’s land and water supply infrastructure to ensure compliance with relevant environmental statutory requirements and guidelines, and put safety first.

## Key Accountabilities

1. **Safety**: ensure all activities are undertaken with the safety of everyone as the number one priority and always role model safe behaviour.
2. **Values**: behave and make decisions in accordance with the WaterNSW Values at all times.
3. Ensure professional and technical environmental planning advice and guidance is provided in timely responses to development and activities under Parts 4 and 5 of the *Environmental Planning and Assessment Act 1979*, including SSD and SSI, and/or where WaterNSW is the determining authority, and other legislation as required.
4. Deliver strategic, tactical and technical environmental advice on the appropriate application of relevant planning provisions to be able to provide the appropriate determination, conditions and environmental management standards that apply to WaterNSW projects.
5. Develop and maintain WaterNSW’s environmental assessment tools and procedures and ensure currency and consistent application.
6. Lead and coordinate the preparation and delivery of environmental approval and assessments including managing and coordinating resources, contracted staff, consultants, budgets and financial control, procurement, schedules and risks ensuring project deliverables and milestones are met within required timeframes.
7. Ensure effective collaboration and interaction across the business and with government, community and other stakeholders in relation to environmental approvals.
8. Provide mentoring and support capability development for the team.

## Key Challenges

* Negotiating with project managers, proponents, consultants, agencies, and councils on the contents of development applications, environmental impact assessment documents and approval conditions to ensure WaterNSW’s interests are appropriately addressed and environmental impacts are minimised.
* Maintaining high levels of customer service, efficiency and effectiveness.
* Ensuring advice is provided within statutory and agreed timeframes.
* Keeping abreast of evolving environmental regulations and policies, and implementing changes effectively into project planning and execution.

## Significant Internal Relationships

|  |  |
| --- | --- |
| Stakeholder | Purpose of Relationship |
| Operations Portfolio | Advice / approvals and support.  |
| Strategy & Performance Portfolio | Advice and support. |

## Significant External Relationships

|  |  |
| --- | --- |
| Stakeholder | Purpose of Relationship |
| Local government – development assessment staff  | Provide advice on development proposals.  |
| State government | Provide advice on and responses to State Significant Development/Infrastructure proposals |
| Proponents and their consultants | Consultation on development proposals and activities. |
| Other relevant government agencies, consultants, community groups, developers and the public | Technical expertise and specialist liaison to facilitate cooperation. |

## Delegations, Financial Accountabilities & Freedom to Act

As defined in the WaterNSW Financial Delegations as varied from time to time.

## WaterNSW Leadership & Performance Competencies

|  |  |  |
| --- | --- | --- |
| People | Level |  |
| Coaching & Developing Others | B | * Supports individual development in line with career aspirations and business requirements
* Challenges others to achieve their full potential
* Actively listens to others
* Supports others to establish meaningful goals
* Asks questions to create awareness and encourage self-directed problem solving
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| Communicating with Influence | B | * Tailors communication to suit the audience and uses a range of influencing techniques to build support.
* Supports messages with relevant examples, demonstrations and stories.
* Communicates issues clearly with different audiences.
* Handles challenging questions confidently and constructively.
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|  |  |  |
| --- | --- | --- |
| Customer | Level |  |
| Collaboration & Engagement with Stakeholders | C | * Proactively builds relationships internally and externally to positively impact the business
* Actively engages with customers and stakeholders to understand concerns and leverage opportunities for adding value
* Initiates and maintains extensive networks to enable the achievement of business objectives
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| Partnering & Advice  | C | * Consider broader purpose and the long-term context of the customer when providing advice
* Provides sophisticated and value adding insights for customers
* Assists customers to explore new ideas and to navigate the road ahead
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| Business | Level |  |
| --- | --- | --- |
| Analysis and Problem Solving | B | * Defines the extent and cause of the problem through observation and investigation.
* Knows when and how to source and use additional information to effectively diagnose the problem and determine suitable solutions.
* Considers all possible solutions and seeks input from subject matter experts where appropriate.
* Takes necessary action to implement the identified solution.
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| Continuous Improvement | B | * Analyses current processes and practices to identify opportunities for improvement.
* Identifies patterns in data and information and implements improvements based on this analysis.
* Has knowledge of and able to apply appropriate continuous improvement tools to achieve the best outcome.
* Undertakes improvement projects within own team or business area to improve outcomes by utilising innovative thinking.
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**Mandatory Candidate Requirements**

* Tertiary qualifications in Environmental Planning/ Science/ Assessment/ Engineering/ Natural Resource Management/ Planning or other relevant discipline.
* Current Australian Driver’s Licence.

**Knowledge**

* In-depth knowledge of State and Federal environmental laws, regulations, and approval processes as they relate to the assessment of development applications, infrastructure projects and activities.
* Strong analytical and problem-solving skills with the ability to interpret and apply complex regulations.

**Experience**

* Relevant demonstrated experience in statutory and environmental planning and impact assessment.
* High level of technical skills and experience in project management and report writing.
* Demonstrated experience in working collaboratively, building and managing constructive professional relationships with a diverse range of internal and external stakeholders.

**Favourable Candidate Requirements**

* Experience in the preparation and management of environmental impact assessments including the sourcing and management of specialists.
* Specialist knowledge in one or more fields relating to impact assessment, terrestrial and or aquatic ecology, hydrology and geomorphology.
* Knowledge of the issues, management responses and processes in the areas of water quality and water supply infrastructure protection.
* Experience analysing and successfully managing inputs from a range of specialists to address complex environmental and technical issues.
* Knowledge of environmental impacts and mitigation practices in relation to water supply infrastructure.

**Pre-Employment Checks Required**

* Identification
* Qualifications
* Driver’s Licence
* Pre-Employment Medical – Office
* Police Check