

Role Statement



FITOUT PLANNING OFFICER
CLASSIFICATION LEVEL: ASO-6

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

Development Division comprises of six directorates: Information and Strategy, Investment Management, Architecture & Built Environment, Planning & Transport Policy, Recreation and Sport and Property

This role belongs to the Property Directorate which focuses on the key objectives of Driving Strategic Outcomes, Excellence in Service Delivery and Continuous Improvement.

Role Overview

The Fitout Planning Officer reports directly to the Construction Manager, Government Fitouts for the planning, management, and delivery of Whole of Government office accommodation fitouts.

The role will work with State Government agencies to develop accommodation fitouts that deliver operating efficiency and support future ways of working. The role will provide support to the Property team lease negotiators and client managers for interagency support and advice on accommodation needs. This role includes identifying fitout methodologies aligned to the business needs and involves brief development, stakeholder engagement, project team procurement, contract award and management and project delivery and change management. The role will assist in managing a program of fitout works for client agencies with a focus on achieving standardisation of fitouts across government to support and drive greater accommodation efficiency with improved project planning, cost, quality and timing.

Directorate:
Position Number:
ANZCO Code:
Location: #ASO6 #11399169



Government of South Australia
Department of Planning,
Transport and Infrastructure

The role will deliver excellence in service delivery, drive strategic outcomes, contribute to economic development and job creation and promote a culture of “one Government”.

Key Outcomes of the Role

The Fitout Planning Officer is required to undertake a wide range of activities which may include all or any of the following:

- a. Planning, developing, managing and evaluating assigned agency programs, projects, systems, policy development processes and/or services that deliver DPTI’s objectives, including the implementation of change initiatives.
- b. Motivating and/or mentoring staff and coordinating resources and stakeholders to deliver assigned agency programs, projects, systems, policy development processes and/or services.
- c. Resolving complex issues with innovative solutions that are consistent with Agency objectives and demand a significant level of responsibility for aspects of State, regional and/or local programs.
- d. Undertaking critical, sensitive and/or complex research, analysis and reporting relating to key data trends and policies that impact on successful completion and implementation of assigned programs, projects, systems and/or services.
- e. Providing expert advice and consultancy to management and stakeholders regarding current relevant discipline developments and issues related to assigned agency programs, projects, systems and/or services.
- f. Managing critical, sensitive and/or complex information and consultation processes with stakeholders and across government agencies.
- g. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- h. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Requirements

This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history/record check in line with departmental policies and procedures.

Some work outside normal hours and some intra and interstate travel involving overnight absences may be required.

A current driver’s licence is essential.

Qualifications / Licences

- a. Tertiary qualifications in Construction, Project Management or a related discipline is desired.

Person Capabilities

- a. Demonstrated understanding of Aboriginal and Torres Strait Islander peoples’ cultures and social issues, with the ability to recognise and address barriers to

Aboriginal and Torres Strait Islander people's participation in departmental policies, programs and services.

- b. Facilitates DPTI's cultural change by leading, modelling and engaging the workforce to embrace and exhibit the DPTI values and behaviours including:
 - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
 - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
 - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we're doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
 - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Drives a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the Equal Employment Opportunity Act 1987
- d. Demonstrates commitment and accountability to the implementation of the Premier's Safety and Wellbeing Declaration and requirements of the Work Health and Safety Act 2012, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- e. Delivers customer focused and strategically aligned services and practices using effective verbal and written communication to successfully engage stakeholders and negotiate complex matters.
- f. Engages high level analytical and research skills to evaluate complex information, provide expert advice, understand social, economic and commercial factors, manage competing priorities, meet deadlines and write concise reports with recommendations.
- g. Well-developed knowledge of the discipline and the issues, risks, trends and directions associated with the span of assigned functions including an understanding of social, economic and commercial considerations.
- h. Proven ability to work under broad direction, independently or as part of a team, identify performance outcomes, plan and coordinate activities, set priorities, achieve objectives within deadlines and make timely and well informed decisions.

Delegate Approval

.....

Name

.....

Signature

Date: / /