



JOB DESCRIPTION

JOB TITLE: SENIOR PLANNING & PROJECT OFFICER

DIVISION: Policy & Planning	BRANCH: Management	SECTION: Policy & Planning
REFERENCE NUMBER: TPA10	DESIGNATION/CLASSIFICATION: Senior Planning & Project Officer, Grade 10	POSITION No.: PPD.062
REPORTING TO: Director – Policy & Planning	DIRECT REPORTS: Planning & Project Officers	LOCATION: Port Moresby
COMPILED BY: Human Resource Officer Date:	AGREED BY EMPLOYEE: Senior Planning & Project Officer Date:	APPROVED BY: Director - Policy & Planning Date:

POSITION SUMMARY:

- The Senior Planning Project Officer is primarily responsible for undertaking development management and/or planning policy responsibilities and advising the Director Policy & Planning on all aspects of the planning process;
- Prepare, update, publish and distribute project documentation;
- Use data, information, and knowledge to improve, inform and support the delivery of tourism projects;
- Work with the Director Policy & Planning to identify and manage issues and risks
- Schedule tasks, manage resources and monitor quality to make sure the project is delivered on time;
- Respond to enquiries from stakeholders, suppliers, other departments, and external agencies;
- Deliver presentations and facilitate workshops;
- The role provides timely, expert, and strategic information and advice to the Policy & Planning Team to facilitate effective decisions;
- The incumbent will be an advocate for PNGTPA and will work closely with the Director – Policy & Planning to achieve and maintain the excellence standards set forth by Papua New Guinea Tourism Promotion Authority;

KEY FUNCTIONS AND RESPONSIBILITIES

Strategic Planning and Management

- Contribute to corporate planning processes by working with the Director – Policy & Planning to formulate divisional service strategies, key performance expectations, divisional plans, and monitoring systems to ensure they are effective and meeting division and organizational objectives;
- Assist Director – Policy & Planning to plan, develop, and implementing strategies for Policy & Planning Division to meet departmental performance plans within agreed budgets and timescales. This includes the development of a five (5) year Strategic Plan;
- Contribute to the Corporate strategic planning and development as a senior team member by participating in the divisional planning meetings and disseminating information;
- Provide strategic advice, guidance, assistance, and support to inform, develop and execute business strategies within the division;

Human Resource Management and leadership

- Facilitate, liaise and maintain communications with divisions in ensuring correct procedures are followed in the areas of Tourism Policy & Planning;
- Provide timely, constructive, and objective feedback to Policy & Planning Team;
- Provide necessary information, logistics and support for the successful implementation of the Tourism Sector Development Plan (TSDP);

Policy & Planning

- Lead the development, review, and implementation of tourism policies, procedures, and systems;
- Ensure that policies and procedures are regularly reviewed and updated as necessary in line with changing business needs;
- Assist management, staff and stakeholders with interpreting and applying all Tourism policies and procedures;

General Duties

- Lead the preparation and review of specific planning policy documents, including the Development Plan (in terms of timescales, content, statutory processes, and public engagement)
- Maintain up-to-date social, economic, and environmental data and plan-making evidence
- Ensure effective planning policy input into the development management process
- Assist Director Policy & Planning in representing PNGTPA interests in responding to the strategic plans and policies prepared by others;
- Ensure co-ordination between planning policy development and other relevant Corporate Strategies and Tourism projects;
- Lead and co-ordinate research, collection and analysis of data to inform the Annual Monitoring report and data returns to Government;
- Lead the preparation of tourism projects proposals, dossier, etc for potential investors and partners;
- Liaise and work closely with Technical & Vocational Education Training (TVET) to initiate annual industry training relating to tourism;
- Liaise with National Cultural Commission and National Museum & Art Gallery & Provincial Tourism Office on Tourism Product Development Policy & Planning;
- Work closely with PNGTIA, Provincial Tourism Offices, Provincial Tourism Bureaus and established tourism Associations such as PNGDA, PNGSA, PNGTOA, etc to gauge their views and opinions on the development of the tourism industry;
- Represent PNG Tourism Promotion Authority in regional and international meetings such as Proinvest, EPA, EU-PACP, SPTO, etc;
- Represent PNG Tourism Promotion Authority at inter agencies meetings;
- Assist prepare various submissions, ministerial statements and speeches as and when needed;
- Assist Director prepare divisional budget.
- Assist in the preparation and review of the Tourism Policies and procedures and recommend changes and enhancements to improve operational effectiveness, clarity, consistency, and adherence to the core function of the organization.
- Ensure that the divisional structure is aligned with the organization's goals and responds to changes over time;
- Engage in strategic workforce planning, and strategic resource utilization to ensure the achievement of both the Organization's aims and goals and government's objectives;
- Undertake specific projects and any other duties assigned by the Director Policy and Planning;

Quality Customer Service

- Ensure regularly meet with Policy & Planning staff and other divisions to obtain feedback on tourism policy and planning service systems and areas for development, and act on customer feedback to improve systems, processes, and procedures;
- Ensure to identify and develop opportunities to provide quality and exceptional service to internal and external customers that benefit the organization;

Team Work and Co-operation

- Ensure that the Policy & Planning teamwork and corporate with other team members with honesty and respect;
- Create a high-performing team culture in the Policy & Planning Division to meet and exceed customer expectations;

Occupational Health and Safety

- Assist in monitoring aspects of OHSE in the organization and ensure that all work processes and systems are in compliance with PNGTPA OHSE procedures and report any concerns to the relevant staff and/or safety representatives;
- Perform duties safely and responsibly by PNGTPA OHSE policies.
- Identify and develop Human Resources Risk Management strategies to safeguard the commercial interests of PNGTPA;

Quality of Work

- Ensure to coach and lead employees to display quality work that reflects high professional standards and a high degree of accuracy.

Continuous Improvement

- Ensure to encourage and guide employees to create a culture of high performance and continuous improvement in the Policy & Planning Division to meet and exceed customer expectations.

ESSENTIAL REQUIREMENTS – *(must cover Qualifications, Education, & Experience, knowledge, attitude, skills, and habits).*

- Bachelor's Degree in Business Management, Public Administration, Public Policy, or related field;
- Minimum 5 - 10 years of work experience in a similar capacity in the public or private sector
- Experience in various Policy Development and Planning practices and procedures;
- Demonstrated experience at the senior level in Policy Development for a diverse, complex organization;
- Strong working background in Public Services Financial Manual, Public Services Management Act.
- Extensive knowledge and experience in the tourism industry in PNG.
- Excellent program planning, management, and leadership skills.
- Ability to communicate (oral and written)
- Ability to communicate and work effectively with key stakeholders of the organization
- Ability to resolve conflict, handle complaints and manage complex situations;

