



Job Description Form

Senior Technical Advisor Electrical

Position Details

Position Number: Generic

Classification: Level 6

Award/Agreement: Public Sector Award and Agreement

Organisational Unit: Housing Policy and Development / Housing Delivery and Asset Maintenance / Statewide Asset & Maintenance Services

Location: Perth Metropolitan Area

Classification Date:

Effective Date: October 2025

Reporting Relationships

This position reports to:

Manager Assurance – Maintenance, 015842, Level 7

Positions under Direct Supervision:

This position has no subordinates.

Role Statement

The Senior Technical Advisor Electrical will primarily be responsible for ensuring that all electrical maintenance is performed by suitably licensed and qualified tradesmen. They will need to ensure compliance with all Standards, Regulations Supplier and Manufacturers Specifications and By-Laws to ensure property inspections and quality assurance processes are adhered to.

The occupant of the position will have the ability to identify any anomalies or discrepancies with relation to the prescribed maintenance record and consult with the Contract Managers. There will be the essential requirement to produce high level documentation to identify all details with regard to compliance related issues. Specifically, there is a high requirement to address safety electrical audits for Residual Current Devices (RCD's) and Smoke Alarms.

Position Duties and Responsibilities

1. Technical Advice and Training

- 1.1 Liaises and provides regional offices and Housing Direct with technical advice and support on complex maintenance issues.
- 1.2 Liaises with Department Stakeholders, Contract Managers, Contractors and Suppliers on matters affecting policies, procedures and practices regarding the maintenance of the rental housing stock.
- 1.3 Provides training and mentoring on technical issues to ensure compliance is maintained.
- 1.4 Provides supervision of works being undertaken.

2. Maintenance Projects

- 2.1 Coordinates and manages anomalies on adhoc licensed works.
- 2.2 Assists and coordinates specific projects within the Maintenance Central branch that require high level electrical technical advice and oversight.

3. Compliance and Assurance

- 3.1 Undertakes audit and QA assessments in accordance with contract business rules and ensure compliance adopting processes to ensure specifications are adhered to, for continuous business improvement.
- 3.2 Coordinates and manages random safety checks to the Department's assets in line with current legislation.
- 3.3 Anticipates risks and opportunities and provides advice on change and innovation to enhance the delivery of services.

4. Communication and Liaison

- 4.1 Assists with the preparation of Parliamentary Questions, Commissioner for Parliamentary Investigation and Equal Opportunity enquiries relating to housing maintenance issues.

- 4.2 Attends meetings, seminars and conferences as required.
- 4.3 Undertake analysis and identify gaps with Housing Maintenance processes and contribute to the ongoing Business Improvements framework.

5. Other

- 5.1 Applies and promotes the principles of equity, diversity, Work Health and safety and health in the workplace and behaves and manages staff in accordance with relevant standards, values and policies

Corporate Responsibilities

1. Exhibits accountability, professional integrity and respect consistent with the Department's Values, the Code of Conduct, and the public sector Code of Ethics.
2. Actively participates in the Department's performance development process and pursues professional development opportunities.
3. Participates in emergency or critical event response management duties as required.
4. Undertakes other duties as required.

Work Health and Safety Responsibilities

All Employees (and Volunteers / Trainees / Contractors)

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

Supervisors (if applicable)

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

Essential Work-Related Requirements (Selection Criteria)

1. Relevant trade certificate/qualification in Electrical including a minimum of 5 years' experience in the residential industry with 3 years in a supervisory role on a broad range of residential housing stock.
2. A Contractor License and / or relevant experience.
3. Possession of sound knowledge and experience in an effective maintenance regime for residential housing, across a diverse portfolio, including contemporary and relevant legislation, standards and best practice in building maintenance.
4. Demonstrated successful negotiation and conflict resolution skills in a complex building and/or residential housing maintenance environment involving multiple stakeholders.
5. Demonstrated written and verbal communication skills with an emphasis on project documentation, scoping and issue analysis and management reporting.
6. Demonstrated experience in delivering successful presentations to audiences in a formal and/ or informal environment.
7. Demonstrated ability to manage and deliver on competing workload priorities and deadlines with limited supervision.
8. Demonstrated ability in successfully training and mentoring individuals and small groups in technical and procedural issues associated with residential housing maintenance.

Desirable Work-Related Requirements (Selection Criteria)

1. Working knowledge of WA Government procurement policies and guidelines.

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.

2. Possession of a current Western Australian 'C' or 'C-A' Class Driver's Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position and from time-to-time production of the licence may be required upon request by the Department.
3. Ability to travel to remote regional locations, including by light aircraft, and to stay overnight or for short periods.