



Job Description Form

Project Director

Position Details

Position Number: 012618

Classification: Class 1

Award/Agreement: Public Sector Award and Agreement

Organisational Unit: Housing Policy and Development/ Housing Delivery and Asset Maintenance /Complex Programs

Location: Perth Metropolitan Area

Classification Date: November 2021

Effective Date: October 2025

Reporting Relationships

This position reports to:

Executive Director Housing Delivery and Asset Maintenance, 019645, Class 2

Positions under Direct Supervision:

This position has the following subordinates:

- 4 x Program Manager, Level 8.
- Executive Manager, Level 7

About the Department

The Department of Housing and Works delivers and maintains essential social housing and critical government infrastructure across Western Australia—including schools, hospitals and police facilities.

We manage tenancy services, support housing provision in remote Aboriginal communities, and oversee government employee accommodation.

Through office accommodation solutions, State Fleet management, procurement, planning and asset policy, we empower other government agencies to deliver their best.

About the Housing Policy and Development Division

The Housing Policy and Development Division, as part of the Department of Housing and Works, is responsible for leading the policy, planning and delivery of social housing including land, housing and built-form construction activities. The Division also leads the key portfolios of Remote Communities and Government Regional Officer Housing. It's about more than building houses – it's about creating vibrant and inclusive communities that meet the needs of all types of people and contribute to individual and community wellbeing.

Housing Policy and Development objectives are:

- delivering and maintaining housing dwellings and assets required to enable the Department of Housing and Works to deliver services to those with housing related needs and support the Western Australian housing market;
- delivering Aboriginal housing and managing assets and services across a number of remote Aboriginal communities in WA;
- leading WA Government housing policy and planning for social and affordable housing; and
- creating and supporting diverse and inclusive communities.

Role Statement

The position currently oversees the delivery of Complex Programs which are high-volume, capital-intensive initiatives that also provide socio-economic benefits to communities across WA. These programs include the Kimberley Flood Recovery Program and North-West Aboriginal Housing Fund (NWAHF), and the Spot Purchase and Property Transactions Programs.

All our people are leaders

At Department of Housing and Works, everyone is a leader, and we aim to build the impact of our leadership in our important work for the sector and community. As such, Department of Housing and Works has adopted the Public Sector Commission's Building Leadership Impact initiative, and we expect all our people to adopt the expected behaviours and associated mindsets outlined in this initiative. For more information visit the WA Public Sector Commission website and search Building Leadership Impact.

The leadership context of this position is **Leading Leaders** and there are opportunities for professional development and growth.

Position Duties and Responsibilities

1. Strategic Project Management

- 1.1. Leads and develops solutions for the delivery of the Department's Kimberley Flood Recovery, the future use of Temporary Accommodation Units, additional homes for Fitzroy Valley, the North-West Aboriginal Housing Fund, the Spot Purchase Program and Property Transactions Program.
- 1.2. Plans and prepares project documentation and scopes, including establishing requirements and resources, for Complex Programs including programs' 'governance, design and construction phases.
- 1.3. Co-ordinates and analyses strategic and operational project direction, input from staff, public sector agencies, local government authorities, contractors and the community on matters relating to the major projects.
- 1.4. Recognises and acts upon opportunities and initiatives to enhance project delivery through engineering design, policy formulation and the development of effective working relationships with stakeholders, colleagues, industry, other public sector agencies and members of the community.
- 1.5. Manages and mediates disputes on behalf of the agency and commits to actions, cost or litigation.
- 1.6. Provides guidance and direction to managers in matters of strategy, tactics, technical matters and public consultation in implementing project objectives.
- 1.7. Coordinates the timing, approach and response needed to resolve complex issues associated with complex projects including technical, environmental and political matters.

1.8. As custodian, plans and reviews project management milestones and schedules to enhance project delivery and realise agreed outcomes and savings where possible.

1.9. Formulates and prepares progress reports for relevant steering committees and stakeholder groups.

1.10. Undertakes investigations and the preparation of strategic plans and policies relating to complex major projects throughout the state and provides written or verbal advice on the resolution of relevant strategic planning issues and responds to and prepares parliamentary questions and ministerial briefing notes.

1.11. Monitors and manages compliance and accountability in planning, environmental and risk management matters.

1.12. Reviews technical requirements and standards in the course of planning and developing new building initiatives.

1.13. Project manages the schedule (key milestones) and the adherence to budget of infrastructure designs. Oversees and manages total project funding management – budget, capital and ensures that reporting requirements are complied with in addition to all auditing and governance procedures required.

2. Negotiation and Stakeholder Engagement

2.1 Develops complex Contractual Agreements and manages the contract ensuring outcomes are achieved in line with Key Performance Indicators (KPI's) and undertakings.

2.2 Leads and structures negotiations and land dealings including the preparation of Contracts, Business Cases and Risk Feasibility Studies.

2.3 Liaises and manages Construction Industry Stakeholders and Contractors to ensure the delivery of Departmental outcomes.

3. Liaison

3.1 Undertakes high-level negotiations and provides advice to other Government Agencies, Local Authorities, Contractors and the Community on matters associated with all projects.

3.2 Attends relevant meetings with other Instrumentalities, Local Authorities, Private Organisations and Community Groups in the course of delivering the Project outcomes.

3.3 Responds to Stakeholder enquiries by correspondence, phone or in person; including multi-media appearances.

3.4 Develops Consultation Strategies and Plans and leads in the presentation of Project objectives and outcomes to Stakeholders.

3.5 Builds and maintains productive working relationships with high-level Stakeholders including Politicians, Senior Government Executives, Federal and Local Councils and Lobbyist Groups.

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.

ELG Members and Senior Executive Management

3. In addition to the Employees and Supervisors WHS responsibilities, exercise due diligence in your Officer role to ensure Department, as the 'Person Conducting a Business or Undertaking' (PCBU) set out in Section 5 of the *Work Health and Safety Act 2020*, complies with its health and safety obligations.

Essential Work-Related Requirements (Selection Criteria)

The selection process includes assessing applications against the position duties and responsibilities alongside an ability to demonstrate and apply the expected behaviours listed below.

Lead collectively	- You contribute to business planning and seek opportunities to align key priorities and strategic objectives across the Department. Proactively shape strategy to align with the collective needs of the Department and sector. - You identify and build key strategic relationships and partnerships ensuring support for current and future initiatives
Think through complexity	- You work with a high level of complexity and take decisive action despite incomplete and ambiguous information. - You are able to evaluate short and long term impacts and deal with, and consider, a large number of variables in making tactical and strategic decisions, mitigating any risk to your business area and the Department.
Dynamically sense the environment	- You proactively investigate and identify emerging societal, government and legislative trends that may have an impact on the viability of your business areas and the Department in the future. - You build productive and collaborative relationships with a diverse range of stakeholders and influence others to align with Departmental objectives.
Deliver on high leverage areas	You pursue with tenacity the high leverage priorities that are essential to the Department and key stakeholders and demonstrate a drive to deliver both short and medium term strategic objectives while also contributing to the delivery

	of future value. You demonstrate a high level of personal resilience, explore new opportunities for the Department and challenge the status quo to contribute to the creation of long-term future value and build and promote a culture of continuous improvement.
Build capability	- You act as coach and mentor to develop your leads and focus on a development culture across your business. - You focus on developing the capability of your staff and identify skill requirements in our business areas with the future in mind. You contribute to developing a diverse talent pipeline in the Department and proactively build long term capability in the sector to create value
Embody the spirit of public service	- You coach your team to identify and manage potential risks. You deliver results under challenging conditions while maintaining the reputation of your business areas and the Department. - You are committed to creating a philosophy of best practice in corporate governance and integrity in the Department.
Lead adaptively	- You are continually learning and adapting your personal style and approach to be effective in new and challenging contexts and influence the performance of your teams and business areas. - You embrace strategic change initiatives and lead change efforts with confidence and consider intended and unintended impacts of changes.

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.
2. Flexibility to undertake intrastate travel and to stay overnight or for short periods.