



Manager Development Assessment Panels (DAP) Governance and Performance

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| Position No: | 00026670 |
| Classification | Level 7 |
| Division: | Office of the Director General |
| Directorate: | DAPs Administration |
| Reports to: | Executive Director Development Assessment Panels, 00026797, Specified Calling Level 7 |
| Direct reports: | 1 |
| Leadership Context: | Leading Others |

Position Overview

The Manager Development Assessment Panels (DAP) Governance and Performance is responsible for overseeing the governance of Western Australia's Development Assessment Panel system, ensuring robust administration, effective stakeholder engagement, and strong relationship management. The role is committed to achieving results through sound governance practices by monitoring and reporting on performance.

The Manager DAP leads a team to ensure the DAP system remains contemporary, fit for purpose and adheres to statutory requirements; ethical decision making and drive strategic outcomes.

Leading a dedicated team, the Manager DAP Governance and Performance ensures the DAP system remains contemporary, fit for purpose and compliant with statutory requirements, while promoting ethical decision making and driving strategic outcomes.

Responsibilities

Leadership and Management

- Manage and facilitate the effective governance of the DAP system, including adherence to statutory requirements.
- Demonstrate a deep understanding, knowledge and application of the DAP regulations and the Code of Conduct to provide advice to panel members and drive strategy to achieve results.
- Lead, manage and coordinate the maintenance and enhancements to the DAP system to ensure ongoing provision of development assessment requirements across the State.
- Provides support, advice and guidance to DAP stakeholders to manage issues and promote adherence to relevant standards.
- Lead and guide the work and direction of the team and participates in mentoring, coaching and

performance management of staff.

Strategic Advice

- Develop annual business, audit and strategic plans for the DAP, monitor progress, and report accordingly.
- Establish and implement a reporting structure to monitor key results and outcomes, regularly engaging with stakeholders to support performance against Key Performance Indicators.
- Compile statistical information and other data for reporting requirements.
- Contribute to high level policy formulation and provide strategic advice, undertaking complex research and analysis to inform policy initiatives.
- Advise the Executive Director, DAPs, and Panel Members, on emerging issues and develop strategies to resolve problems that arise.
- Support the Executive Director, DAPs to provide advice and support to the Department's Corporate Executive team and the Minister for Planning.
- Undertake detailed research, stakeholder consultation, analysis and project support.

Relationship Management

- Maintain effective internal and external relationships with stakeholders across both the public and private sectors.
- Develop and facilitate strong collaborative relationships with DAP members, State and local government stakeholders, the Office of the Director General, other internal and external stakeholders and the Minister.
- Consult with stakeholders, assess current and emerging business requirements and develop strategically significant projects that address stakeholder needs while enhancing DAP's efficiency and productivity.
- Provide high level advice and communicate with stakeholders to represent the interests of the DAP system.
- Consult and cooperate with the Office of the Director General to facilitate a strong partnership that will enable the delivery of high quality planning and business outcomes.

Project Management

- Lead and deliver project plans that drive process and system improvement for the DAP system, including ICT projects and systems, ongoing review of documents and guidance materials and initiatives that support future reforms and continuous improvement.

Administrative

- Ensure compliance with all relevant public sector legislation, regulations and guidelines.
- Coordinate training for new DAP members, while ensuring training content remains contemporary and applicable.
- Support the Executive Director, DAPs to implement good governance across the DAP system in alignment with Public Sector Commission requirements.
- Manage DAP's finances, budgeting, corporate reporting, and procurement in relation to DAP governance functions.

- Maintain and improve the operational effectiveness of DAP meetings including the coordination of strategic planning and meeting documentation.
- Maintain the DAPs committee member database, including arranging the regular nomination processes for specialist and local government members.
- Lead and provide advice on the preparation of Ministerial correspondence, public enquiries, media responses and public information relating to DAPs governance matters.
- Perform other duties as directed.
- Demonstrate professional and ethical workplace behaviours in alignment with the Department's Code of Conduct and Values. This includes ensuring work practices and behaviours foster an equitable, diverse, and inclusive work environment and support a safe and healthy workplace in accordance with Work Health and Safety legislation.

Essential Requirements

- Demonstrated experience leading and managing a team within a senior public sector office or similar environment.
- Demonstrated knowledge and experience in the conduct, organisation and convening of boards and committees including a sound understanding of member roles.
- Strong analytical skills with proven experience in interpreting and applying legislation within the planning framework.
- Demonstrate the behaviours within the leadership context as outlined below.

Desirable Requirements

- This position does not have any desirable requirements.

Special Requirements

- This position does not have any special requirements.

Mandatory Pre Employment Requirements

- All positions within the Department require the occupant to have a Nationally Coordinated Criminal History Check (NCCHC) conducted with a satisfactory outcome.
- A pre-employment Conflict of Interest will be completed and assessed prior to appointment.

Workplace Behaviours and Expectations

The Department's [Code of Conduct](#) sets out the professional behaviours that we expect of our employees and consistent with our departmental values.

The [Public Sector Commission's Leadership Expectations](#) provide a clear understanding of expected leadership behaviours and associated mindsets for all public sector employees. The expected behaviours (see below) should be demonstrated in the context of [Leading Others](#) for this position.

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| Lead collectively | Seek and build key relationships, work together and focus on the greater good |
| Think through complexity | Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks |
| Dynamically sense the environment | Be in tune with the political, social and environmental trends that impact the work, understand and recognise the needs of others and leverage relationships for desired outcomes. |
| Deliver on high leverage areas | Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges. |
| Build capability | Proactively develop others, share learning to promote efficiency and effectiveness, and champion diversity and inclusion |
| Embody the spirit of public service | Display empathy, compassion, humility and integrity, and a genuine passion for the work, demonstrate a responsibility to Western Australians, and work in the interests of the public good |
| Lead adaptively | Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts |

Further information can be obtained from looking at the [behaviour descriptors](#).

Our Vision and Values

To respect the past, to create opportunities today and to plan for the future.

Our values shape our attitude and actions, guiding us both personally and professionally.

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| Respect | We respect that our work is personal to our stakeholders and that every piece of land and site has a story. |
| Collaboration | We engage and collaborate to build prosperous places and connected communities. |
| Integrity | Our ethics and integrity guide our actions with every piece of land, site and opportunity to enable us to deliver great outcomes for Western Australia. |
| Innovation | We enable innovation, implementing innovative approaches to the way we work to create value for our stakeholders. |
| Professionalism | Our professionalism empowers us to use our specialised knowledge and skills to deliver our work to the highest standards. |
| Accountability | We work in the interest of the public and take responsibility for our actions and decisions. |

Acknowledgement of Country

The Department of Planning, Lands and Heritage acknowledges the Aboriginal people as the traditional custodians of Western Australia. We pay our respects to the Ancestors and Elders, both past and present, and the ongoing connection between people, land, waters, and community. We acknowledge those who continue to share knowledge, their traditions and culture to support our journey for reconciliation. In particular, we recognise land and cultural heritage as places that hold great significance for Aboriginal people.

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| Registration Date | 12 January 2026 | Registering Officer | Erika Booth <i>Erika Booth</i> |
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