



Job Description Form

Director Statewide Asset and Maintenance Services

Position Details

Position Number: 013791

Classification: Class 1

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: 2022

Effective Date: December 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:

- Program Manager x 2, Level 8
- Project Manager, Level 8
- Manager Strategic Asset Management, Level 8
- Manager Contract Management, Maintenance, Level 8
- Manager Social Housing, Level 8
- Manager Remote Essential & Municipal Services, Level 8
- Executive Officer, Level 5

- Executive Assistant, Level 3

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 land, housing and built-form construction activities of the agency. The Division also leads the key portfolios of Remote Communities and Government worker 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 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 *All Paths Lead to Home* Strategy;
- delivering aboriginal housing and remote communities' assets and services;
- leading WA Government housing policy and planning for social and affordable housing; and
- creating and supporting diverse and inclusive communities.

Role Statement

The Director Statewide Asset & Maintenance Services is accountable for leading, planning and delivering the Department's residential asset management services, including maintenance and refurbishment programs. The role provides oversight of the Department of Housing and Works' residential asset-base and head maintenance contractor frameworks and works with operational staff across the State to improve efficiency and effectiveness of the Departments' significant asset base.

The Director provides leadership and strategic direction to develop and maintain effective and efficient business planning, procurement practice, service contracting and asset management consistent with legislative responsibilities and strategic objectives.

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, the 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 **Multiple Area Leader** and there are opportunities for professional development and growth.

Position Duties and Responsibilities

1. Technical Outcomes

- 1.1 Provides strategic leadership and direction in the delivery of maintenance related services, including governance and risk management for the Department.
- 1.2 Liaises with senior executives and operational leaders to ensure the alignment of maintenance and asset service requirements with business needs, government Policies and Statutory requirements.
- 1.3 Manages the engagement of technical consultants to support the delivery of various projects and programs of work.
- 1.4 Takes responsibility for the formation, management and oversight of the Directorate's salary and administration Budget.
- 1.5 Participates as a member of the Department's various internal governance and management committees and represents the Deputy Director General, as required.
- 1.6 Ensures value for money in the delivery of non-residential maintenance and refurbishment programs.
- 1.7 Responsibly exercises the delegations of authority assigned to this position.

2. Strategic Direction and Innovation

- 2.1 Evaluates asset Management service delivery and performance and adapts to changing operational needs to make the most effective use of available and future resources.
- 2.2 Directs the development and implementation of Maintenance Policies, Standards and Frameworks to ensure the safety and appropriateness of the Department's Residential Asset base.
- 2.3 Directs the management and administration of the Directorate ensuring the highest standards of service and response.
- 2.4 Anticipates opportunities and identifies trends to support organisational capability and the capacity to respond to business needs now and into the future.
- 2.5 Fosters innovation and creative thinking and solutions within an environment of transparency and accountability.

2.6 Drives Strategic performance, continuous improvement and develops capacity in Governance and Risk Management and the provision of related services and advice.

2.7 Responsible for the formation and delivery of the Directorate's annual plan that is aligned with the Division and Department's broader Objectives and outcomes.

3. Communication, Culture and Relationships

3.1 Ensures the provision of maintenance services meet customer needs through a coordinated and robust approach to planning and governance requirements facilitating the opportunity for integration, innovation and continuous improvement.

3.2 Supports and where appropriate, leads negotiation and discussions in highly complex situations, analyses information provided and facilitates resolutions and monitors the implementation of agreed actions to improve the quality of Maintenance Services.

3.3 Develops and nurtures a high-performance culture throughout the Directorate.

3.4 Communicates a consistent, clear and engaging vision and strategy to employees, both within the Division and beyond, and supports staff make meaning of this for their own work area.

3.5 Establishes and maintains strategic alliances with internal and external stakeholders, including representing the Department on external Working Parties and Committees.

3.6 Builds and nurtures strong working relationships and partnerships across broad range of internal, including Ministers' Offices and across the Public Sector, and external stakeholders, including with the Private Sector, Industry bodies, the Not-for-Profit sector, Aboriginal Community Controlled Organisations (ACCOs), other Aboriginal Organisations and Stakeholders, and local Communities in order to deliver mutually beneficial outcomes.

3.7 Exemplifies the highest standards of integrity, ethics and honesty consistent with the Public Sector's Code of Ethics (Commissioners Instruction No. 7) and the Department's Code of Conduct, and ensures the same high standards are demonstrated at all times by staff and Contractors.

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.

CLT 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)

1. Shapes and Manages Strategy

- Demonstrated experience in developing and delivering long term Asset Management strategies and solutions that successfully deliver Departmental and Government priorities.
- Ensures the efficacy of the Head Maintenance Contractual Framework and the continuity of critical Government Services.
- Inspires a sense of shared purpose and direction by championing the Department's Vision and Goals.
- Provides forward thinking and clearly articulated strategic direction in relation to understanding the delivery of services to the Community and Government.

2. Achieves Results

- Proven track record at a Senior Management level with leading and driving change in a complex Asset Management environment, in the Public, Private or Non-for-Profit sectors.
- Demonstrated ability to lead, coach and build high performing Teams in a fast-paced, ambiguous, challenging, and complex environment.
- Demonstrated evidence of a continuous improvement mindset.
- Extensive knowledge and experience of leading a range of Technical Teams in the maintenance of varied, complex and high value Building stock.

3. Builds Productive Relationships

- Demonstrated evidence of being culturally responsive to the issues facing Aboriginal people and the ability to engage with Aboriginal people in a culturally appropriate way.
- A track record of building strong, trust-based relationships and collaborating with external bodies and stakeholders to achieve mutually beneficial outcomes.
- Facilitates cooperation and partnerships by consulting relevant stakeholders and establishing cross-Agency approaches.

4. Communicates and Influences Effectively

- Demonstrated ability to negotiate and influence persuasively.

- A track record of successfully influencing and partnering with Senior Leader colleagues and other key internal stakeholders in a complex Organisational context.

5. Exemplifies Personal Integrity and Self-Awareness

- Demonstrate genuine commitment to lead integrity, fraud and corruption control through enabling accountability, effective Governance and transparency.
 - Empathy for and a strong personal commitment to the Department's purpose of supporting some of the most vulnerable members of the Western Australian society.
 - Critically analyses own leadership style and performance and demonstrates a strong commitment to ongoing leadership development.
 - Exhibits a high level of resilience and acts as a role model by openly communicating strengths and proactively develops own personal capability.
- 6.** Demonstrated ability to model transparency, integrity and accountability.

Desirable Work-Related Requirements (Selection Criteria)

1. Tertiary qualifications in a relevant discipline.

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.
2. Available to undertake travel to regional areas of Western Australia on a regular basis.
3. Candidates possessing international qualifications must provide assessment by the Overseas Qualification Assessment Unit (OQU) from Department of Workforce Development and Training WA or OQU assessment from another state for approval as an equivalent by the Executive Director, Department of Commerce.