



## Design Review Officer

<b>Position No:</b>	00026921
<b>Classification</b>	Level 6
<b>Division:</b>	Reform, Design and State Assessment
<b>Directorate:</b>	Design Review
<b>Reports to:</b>	Manager Design Review, 00025722, Specified Calling Level 4
<b>Direct reports:</b>	Number
<b>Leadership Context:</b>	Personal Leadership

### Position Overview

The Design Review Officer provides built environment design expertise, advice and support to the Design and Built Environment directorate, as well as other key stakeholders, relating to major developments, public works, precincts, planning policy, strategic planning and advocacy initiatives, in accordance with State Planning Policy 7.0 Design of the Built Environment.

The Design Review Officer will case manage development proposals through design review processes including those by the State Design Review Panel, Government Architect and other processes, including those pertaining to applications submitted as part of the *Planning and Development Act 2005 Part 11B* Significant Development Pathway.

### Responsibilities

- Case management of development proposals through various design review processes, as referred by key stakeholders and in accordance with probity requirements and development approval pathway protocols and timelines.
- Work collaboratively with referral bodies, proponent groups, design teams, the Design Review Coordinator and other stakeholders to arrange and review sessions for State Design Review Panel, Government Architect and other review sessions.
- Provide built environment design quality advice related to the design and procurement of precincts and major developments, public works and places, and undertakes design quality related planning policy and strategy and design quality advocacy activities.
- Utilise established analytical design quality assessment skills and project design and implementation experience to assist with briefings and reporting.
- Prepare design review advice reports.
- Assist with the development of advocacy and guidance material.
- Prepare panel briefing material and assist proponent groups and design teams to prepare for design review sessions.
- Manage an efficient process to meet intended timeframes.

- Contribute to annual and other department related reporting.
- Able to promote the vision for design quality in line with stakeholders, best practice and broader community value.
- 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

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- An accredited tertiary degree qualification in Architecture, Landscape Architecture, Urban Design or Urban and Regional Planning and/or Development or an approved equivalent.
- Demonstrated experience in the delivery of architectural, landscape architectural or urban design services, particularly pre-design, design and implementation of projects.
- Demonstrated awareness of the design principles of State Planning Policy 7.0: Design of the Built Environment.
- Well-developed visual, written and verbal communication and stakeholder engagement skills.
- Knowledge of current and emerging trends in built environment design, development and planning.
- Demonstrate the behaviours within the leadership context as outlined below.

## Desirable Requirements

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- This position does not have any desirable requirements.

## Special Requirements

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- This position does not have any special requirements.

## Mandatory Pre Employment Requirements

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- 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 [Personal Leadership](#) for this position.

<b>Lead collectively</b>	Seek and build key relationships, work together and focus on the greater good
<b>Think through complexity</b>	Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks
<b>Dynamically sense the environment</b>	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.
<b>Deliver on high leverage areas</b>	Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
<b>Build capability</b>	Proactively develop others, share learning to promote efficiency and effectiveness, and champion diversity and inclusion
<b>Embody the spirit of public service</b>	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
<b>Lead adaptively</b>	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.

<b>Respect</b>	We respect that our work is personal to our stakeholders and that every piece of land and site has a story.
<b>Collaboration</b>	We engage and collaborate to build prosperous places and connected communities.
<b>Integrity</b>	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.
<b>Innovation</b>	We enable innovation, implementing innovative approaches to the way we work to create value for our stakeholders.
<b>Professionalism</b>	Our professionalism empowers us to use our specialised knowledge and skills to deliver our work to the highest standards.
<b>Accountability</b>	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.*

<b>Registration Date</b>	20 January 2026	<b>Registering Officer</b>	Susan Berkin <i>Susan Berkin</i>
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