



Senior Design Review Officer

Position No:	00026919
Classification	Level 7
Division:	Reform, Design and State Assessment
Directorate:	Design Review
Reports to:	Manager Design Review, 00025722, Specified Calling Level 4
Direct reports:	0
Leadership Context:	Personal Leadership

Position Overview

The Senior 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.

As the Senior Design Review Officer, you will case manage complex 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 complex 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.
- Collaboratively work with referral bodies, proponent groups, design teams, the Design Review Coordinator and other stakeholders to arrange and plan review sessions for State Design Review Panel, Government Architect and other review sessions.
- Provision of built environment design quality advice related to the design and procurement of precincts and major developments, public works and places, as well as 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.
- Manage applicant expectations through the design review process including responding to applicant concerns.
- Manage an efficient process to meet intended timeframes.
- Carry out planning and preparation for design review sessions, including managing conflicts of interest and related matters as well as guides for administrative team member duties.

- Prepare research, presentations and advocacy material on built environment issues and the value of good design.
- Assist in the development of administrative templates and related processes.
- Act as a point of contact to provide professional guidance to Design Review Officers in undertaking their design review case management and report writing duties.
- Prepare Panel briefing material and assist proponent groups and design teams to prepare for design review sessions.
- Assist in the preparation of design review data reporting and contributing to departmental reporting.
- Promote the vision for design quality in line with stakeholders, best practice and broader community value.
- Prepare design quality advice on works projects, including regarding procurement strategies and design quality management.
- Review design and construction documentation to assess design quality and identify design issues and risks.
- Undertake the preparation of conceptual and analytical studies, drawings and diagrams for selected projects.
- Assist in development of planning policies, frameworks and guidelines to support high-quality built environment outcomes.
- Undertake design quality benchmarking and prepares case studies.
- 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

- 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 complex projects.
- Demonstrated understanding of the design principles of State Planning Policy 7.0: Design of the Built Environment.
- Excellent 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

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

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.

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.

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