



Job Description Form

Development Manager

Position Details

Position Number: Generic

Classification: Level 7

Award/Agreement: Public Sector Award and Agreement

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

Location: Perth Metropolitan Area

Classification Date:

Effective Date: January 2026

Reporting Relationships

This position reports to:

Program Manager, Level 8

Positions under Direct Supervision:

This position may supervise a small team and oversee project resources as required.

Role Statement

The Development Manager's role will provide whole of life project management across one or more projects or may be responsible for the delivery of a complex project. The position contributes to project initiation and business case development, funding submissions, and project monitoring, evaluation and close-out.

Position Duties and Responsibilities

1. Project Management

- 1.1 Develops, leads and manages a range of activities and initiatives in support of the Division's objectives.
- 1.2 Coordinates and prepares reports, submissions, briefings, correspondence and advice to the Senior Executive, Ministerial Officers and project governance groups.
- 1.3 Develops and maintains relationships with key stakeholders to form strategic partnerships.
- 1.4 Coordinates, leads and manages detailed research, analysis and evaluations in support of the Division's objectives.
- 1.5 Contributes to the development, implementation and monitoring of the Division's project performance, operational plans, programs and strategies.
- 1.6 Represents the Division on relevant internal and external committees and working parties as required.
- 1.7 Demonstrates a commitment to involving team members in decision making and empowers, motivates and develops the diverse talents of the workforce.

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.

Essential Work-Related Requirements (Selection Criteria)

1. Substantial experience and proven ability in project Initiation and management, including the design, development, implementation and delivery within agreed timeframes and evaluation and review.
2. Highly developed conceptual, research, analytical and problem solving skills, including the initiative and the ability to identify issues and remedies.
3. Experience in policy and strategy development, including analysis and implementation.
4. Highly developed communication, interpersonal, negotiation and stakeholder engagement skills, with the ability to liaise at all levels and present ideas and tasks clearly and accurately.
5. Proven ability and experience in building and sustaining relationships, contributing to the achievement of project and team outcomes, individually and through collaboration and cooperation, motivating team members.

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.
2. Ability to travel to regional or remote locations, including by light aircraft.