



## Job Description Form

# Executive Director Strategic Housing & Asset Policy, Planning & Business Development

### Position Details

<b>Position Number:</b>	014216
<b>Classification:</b>	Class 2
<b>Award/Agreement:</b>	Public Sector Award and Agreement
<b>Organisational Unit:</b>	Housing Policy and Development
<b>Location:</b>	Perth Metropolitan Area
<b>Classification Date:</b>	October 2022
<b>Effective Date:</b>	February 2026

### Reporting Relationships

#### This position reports to:

Deputy Director General, Housing Policy and Development, Non-CEO Band 2.

#### Positions under Direct Supervision:

- Project Director Class 1
- Manager Social Housing Policy & Reform, Level 8
- Manager Affordable Housing Supply & Community Housing, Level 8
- Manager Intergovernmental Relations and Closing the Gap Level 8
- Manager Housing Program Planning & Design, Level 8
- Manager Business Development x 4, Level 8.
- Executive Manager, Level 7

## About the Department of Housing and Works

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 Executive Director is accountable for leading a Directorate to deliver the Department's strategic asset planning, land and built form investment planning, business case development, selected major housing project and program procurement, and financial reporting functions relating to communities housing.

The Executive Director is also accountable for coordinating and developing housing policy to support a functioning Western Australian housing market and the effective operation and management of the Department's extensive housing asset portfolio. This includes input to intergovernmental housing issues and managing stakeholder relationships with key-not-for-profit housing sector partners, government departments, Government Trading Enterprises and peak bodies.

The Executive Director SHAPPBD manages approximately 80 FTEs. The role reports to the Deputy Director General and is a member of the Housing Policy and Development Leadership Team.

## 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, 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 [Multi Area Leaders](#) and there are opportunities for professional development and growth.

It is essential that you demonstrate the expected behaviours in the context of the role.

**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.

## Position Duties and Responsibilities

### 1. Strategic direction and planning

- 1.1 As part of the Leadership Team contributes to the development and delivery of the Division's strategy, strategic policies and programs to support the cost-effective delivery of housing for the people of Western Australia.
- 1.2 Delivers comprehensive asset management strategies, policy and investment plans ensuring the asset portfolio is optimised and addresses changing operational needs.

- 1.3 Leads innovative and strategic asset responses to enable housing and other supported accommodation outcomes across the State through housing market cycles.
- 1.4 Establishes an annual and five year investment program and funding requests through the State Budget process, aligned with the Department's strategic priorities.
- 1.5 Leads and drives the development of high quality, Strategic Asset Management framework (SAMF) aligned business cases for a range of investment programs, including coordinating cross-agency asset responses.
- 1.6 Develops policy and reform responses in partnership with other Divisions and key stakeholders that are implementable and achieve optimal asset and client outcomes.
- 1.7 Develops processes and governance to ensure asset data and information is accurate and supports evidence-based strategic planning and investment decisions.

## **2. Leadership and management**

- 2.1 Provides strategic leadership and direction in asset management, housing policy, business case development, and major housing program planning and procurement.
- 2.2 Leads innovative and strategic asset responses to enable housing and other supported accommodation outcomes across the State through housing market cycles.
- 2.3 Establishes and operates within appropriate governance and risk management frameworks for the delivery of built form projects and achievement of policy objectives.
- 2.4 Develops and nurtures a high-performance team and culture, consistent with the Department's values, ensuring the capacity and capability of the team supports government and departmental priorities.

### **3. Achieves Results**

- 3.1 Delivers major strategic plans, policies and investment cases for the effective and optimal management and operation of the Department's extensive housing and asset portfolio.
- 3.2 Leads and drives the delivery of selected major housing and asset programs and projects through planning and procurement phases.
- 3.3 Anticipates opportunities and identifies trends likely to impact business operations and reflects these within advice and strategic directions.
- 3.4 Manages the Directorate's resources and budget in a cost effective and efficient manner.

### **4. Build Productive Relationships, Communicate and Influence Effectively**

- 4.1 Establishes and maintains strategic and productive relationships with key internal and external stakeholders, including central agencies and Ministers' offices.
- 4.2 Represents the division on key committees and governance forums locally and nationally, influencing strategic housing policy, asset management and investment decisions.
- 4.3 Represents the department at relevant external forums and events.

### **Corporate Responsibilities**

1. Exhibits accountability, professional integrity and respect consistent with Department of Housing and work's Values, the Code of Conduct, and the public sector Code of Ethics.
2. Actively participates in the Department of Housing and Works 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.

### **Executive Leadership Team 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 skill in developing major strategies and policy solutions that deliver the outcomes within a complex operational and stakeholder environment.
- Inspires a sense of shared purpose and direction aligned to organisational objectives and priorities, supporting the delivery of high quality advice and deliverables.
- Provides forward thinking and clearly articulated strategic direction in relation to complex policy and large scale investment programs.

### 2. Achieves Results

- A senior executive with a track record of leading and driving change in a complex service delivery environment, in the public, private or not--profit sectors.
- Demonstrated ability to lead, coach and build high performing teams in a fast-paced, challenging, and complex environment.
- Demonstrated evidence of a continuous improvement mindset.

### 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. Exemplifies Personal Integrity and Self-Awareness

- Demonstrated ability to model transparency, integrity and accountability.
- Demonstrated genuine commitment to high integrity, 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.

#### **5. Communicates & Influences Effectively**

- Demonstrated ability to negotiate and influence persuasively.
- A track record of successfully influencing and partnering with Directors General and Ministers, and other key stakeholders in complex and sensitive environments.
- Demonstrated ability to model transparency, integrity and accountability.

### **Desirable Work-Related Requirements (Selection Criteria)**

1. Tertiary qualification in a relevant business discipline.
2. Extensive experience working within the building and construction industry or a housing policy environment.
3. Demonstrated understanding of asset management and/or housing policy, including the Western Australian Government's SAMF or equivalent.

### **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.