



## Job Description Form

# Senior Land Supply Officer

### Position Details

**Position Number:** 015221

**Classification:** Level 5

**Award/Agreement:** Public Sector Award and Agreement

**Organisational Unit:** Housing Policy and Development / Strategic H&A Policy,  
Planning and Business Development / Land and Portfolio  
Assurance

**Location:** Perth Metropolitan Area

**Classification Date:** June 2011

**Effective Date:** February 2026

### Reporting Relationships

**This position reports to:**

Project Manager - Land Supply, 018789, Level 7

**Positions under Direct Supervision:**

This position has the following subordinates:

- Land Management Officer, 015173, Level 3

## Role Statement

This position is primarily responsible for:

- maintaining up to date records and reports for Department of Housing and Work's (DHW) vacant land assets;
- identifying suitable land for DHW's various capital works programs;
- regularly assessing the vacant land portfolio, ensuring that vacant land is aligned with DHW's current and future program needs;
- supervising the capitalisation of costs and recording of valuations associated with DHW's vacant land and
- providing project support across one or more projects or may be responsible for the delivery of projects deemed less complex.

## Position Duties and Responsibilities

### 1. Shapes and Manages Strategy

- 1.1 Provides specialist advice on land related policies, procedures and issues as they relate to the DHW's vacant land portfolio.
- 1.2 Contributes to the development, implementation and continuous improvement of asset management practice across the DHW.
- 1.3 Provides input into the planning, feasibility and programming of vacant land assets in relation to asset planning and residential construction programs.
- 1.4 Undertakes the regular assessment and reviews of the vacant land portfolio, ensuring that land is aligned with DHW's current and future program needs.

### 2. Achieves Results

- 2.1 Systematically captures, reviews and maintains vacant land information, in DHW's Asset Register(s) and associated reports.
- 2.2 Recommending vacant land allocations to construction programs following consideration of site characteristics and program requirements.
- 2.3 Initiates land amalgamation, re-subdivision and rezoning where applicable, to meet residential construction program requirements.
- 2.4 Initiates Land Rationalisation projects to dispose of land not suitable for DHW's programs, which may include inter-Departmental negotiations and planning to achieve whole of Government outcomes.
- 2.5 Considers and recommends any requests to dispose or lease vacant land assets, considering DHW's land supply requirements.
- 2.6 Supervises the capitalisation of costs associated with the DHW's vacant land.
- 2.7 Supervises the recording of valuations on DHW's vacant land.

### 3. Builds Productive Relationships

- 3.1 Provides support to other business areas, in the preparation of proposals for asset plans and asset strategies.

- 3.2 Develops and maintains effective networks and collaborative relationships across the DHW, with key stakeholder and other Government agencies.

**4. Communicates and Influences Effectively**

- 4.1 Consults and negotiates with internal and external stakeholders to achieve program and project outcomes.
- 4.2 Seeks to resolve conflict and find mutually beneficial solutions based on a strong understanding of key issues.
- 4.3 Prepares reports, briefing notes, submissions, and responses to Ministerial and Parliamentary enquiries.

**5. Personal Integrity and Self-Awareness**

- 5.1 Monitors and ensures compliance with Government Legislation, and agency policy.
- 5.2 Applies Equal Opportunity and Diversity, Work Health and Safety and ethical principles and practices in all aspects of this role.
- 5.3 Shows initiative to progress work.

## 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. Highly developed conceptual, research, analytical and problem-solving skills, including initiative and the ability to identify issues and remedies.
2. Demonstrated ability to analyse and define business requirements including process improvement.
3. Highly developed communication, including written, interpersonal and negotiation skills, with the ability to prepare reports, recommendations and liaise with all levels across government.
4. Proven ability in building and sustaining relationships, contributing to the achievement of project and team outcomes, individually and through collaboration and cooperation, motivating team members and engaging key stakeholders.
5. Good knowledge and capability in data analysis and reporting including advanced use of Microsoft Excel.

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

1. Knowledge of land development and residential construction processes.
2. Sound knowledge of Land Administration and land related projects.
3. Ability to research and interpret relevant legislation on Land Administration.
4. Understanding of current technologies and the ability to incorporate them with business development solutions.

## **Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.
2. Possession of a current Western Australian 'C' or 'C-A' Class Driver's Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position

and from time-to-time production of the licence may be required upon request by the Department.