



Assistant Manager

Position No:	00015184
Classification	Level 6
Division:	Heritage and Property Services
Directorate:	Property
Reports to:	Director, 00026299, Level 8
Direct reports:	3
Leadership Context:	Leading Others

Position Overview

The Assistant Manager plays a key role in supporting the strategic development and management of property, land and other asset management functions on behalf of the Western Australian Planning Commission (WAPC).

The Assistant Manager manages a team that delivers, responsive and fit for purpose land acquisition and disposal services on behalf of the WAPC to support its strategic objectives.

Responsibilities

Role specific tasks

- Manage the daily operations of a team to deliver the WAPC's land acquisition and disposal programs within the region scheme areas.
- Undertake complex land acquisition and disposal negotiations including compulsory takings and litigation matters for the Department, on behalf of the WAPC, to achieve strategic and operational outcomes.
- Ensure compliance with all relevant legislation, regulations, policies and procedures, maintaining high standards of governance and accountability.
- Prepare timely, well-researched briefings, reports, submissions, statements and Ministerial advice, ensuring accuracy and relevance for decision making.
- Undertake quality assurance and approval of work completed by the team and provides feedback and advice, where required.
- Establish, maintain and improve key relationships with internal and external stakeholders including landowners, solicitors, valuers, state and local government agencies, contractors and the public contributing to the effective management of client-agency relationships and the delivery of strategic property outcomes.
- Manage Budgets, Tender processes and Contracts within the team.
- Undertake site visits as required and to assist team members, within the region scheme areas.

Generic Assistant Manager tasks

- Provide advice on trends and emerging issues in real estate, including land and property management, acquisitions and disposals, and the management of environmentally significant sites on behalf of the Department, and the WAPC.
- Liaise, consult and negotiate with internal and external stakeholders across all levels to support property related activities, projects and land management initiatives.
- Represent the Department and the WAPC in legal proceedings, including appearances at Court, Arbitration or the State Administrative Tribunal in relation to land and property management and litigation matters.
- Participate in external meetings or committees as a representative of the Department and WAPC, contributing to collaborative decision making and policy development.
- Appoint and oversee consultants and contractors, ensuring delivery of services align with project objectives, standards and contractual obligations.
- Mentor and develop team members, fostering a culture of knowledge sharing and continuous improvement to achieve strategic and operational outcomes.
- 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

- Demonstrated management of a team within a property land acquisition and disposal context.
- Demonstrated experience to interpret and apply relevant legislation, policies and procedures accurately and appropriately.
- Demonstrated experience in negotiation, conflict resolution and problem solving to achieve effective outcomes within a property land acquisition and disposal context.
- Highly developed communication and interpersonal skills with the ability to convey complex information clearly to a diverse range of stakeholders including preparing accurate reports for decision making to support property land acquisition and disposal.
- Demonstrate the behaviours within the leadership context as outlined below.

Desirable Requirements

- This position does not have any desirable requirements.

Special Requirements

- Possession of a current 'C' Class Driver's License.
- Willingness to undertake travel to regional locations (if required)

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 [Leading Others](#) 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	8 April 2026	Registering Officer	Susan Berkin <i>Susan Berkin</i>
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