



Position Description

Position Title:	Senior Building Quality Officer	Classification Level:	6
Position Number:	18469, 18487, 31857	Reports to:	Assistant Director Building Quality L8
Directorate:	Buildings and Contracts	Supervises:	0 FTE
Branch/Section:	Operations/ Building Technical Services	Location:	Perth Metropolitan Area

Our Values

Empathy

We listen and understand all perspectives and are fair, authentic and compassionate

Clarity

We are clear on our purpose and role, and how we develop, inspire and improve

Accountability

We act with integrity and courage, embracing our collective responsibility and honouring our commitments

Respect

We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

Role Summary

The Senior Building Quality officer undertakes building design and documentation reviews, research and development of technical guidelines, manuals, templates and project briefs in addition to post occupancy evaluations and heritage advice. This position is responsible for project advice and assists project teams of in-house and private sector professionals to plan, deliver and maintain non-residential buildings for Government.

Responsibilities

- Review consultant designs and documentation for compliance with project brief, building quality standards, relevant regulations and government policies to achieve quality, low maintenance and sustainable outcomes for public non-residential building and infrastructure projects.
- Develop technical bulletins, policies, templates, and action plans for delivery of quality, standards compliant and sustainable public buildings by Buildings and Contracts.
- Undertake post occupancy evaluation of public buildings and update agency briefs, design review templates and associated guidelines and manuals, referencing findings from evaluations.
- Responsible for the management of client agency briefs including updating and providing technical advice, including the Primary School Brief and Secondary School Planning Guide.
- Manage consultants providing specialist input to client agency briefs.
- Conduct research into technical design and building matters including sustainability issues and report on findings. Contribute to the development of government policy for non-residential buildings.
- Liaise with owner agencies and procurement professionals and maintain relationships.



- Co-ordinate and participate in supplier selection processes and evaluations and reporting on performance of consultants.
- Demonstrate the values in all interactions to contribute towards a values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as required.

Essential Requirements

- Extensive professional experience in architecture or equivalent discipline relevant to the duties of this position.
- Demonstrated experience in building design, documentation, and construction; design reviews and post occupancy evaluation; research and development of technical guidelines, manuals, standards, templates and agency/project briefs.
- Highly developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service.

Desirable Requirements

- A tertiary qualification in architecture (Masters Degree level) and/or professional accreditation in architecture or building engineering.
- Sound understanding and working knowledge of the National Construction Code (NCC) energy statements, NABERS, Green Building Council Rating Tools including the Well Building Standard.
- Sound knowledge of Government procurement policies and practices.
- Understanding of asset planning.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in **Personal Leadership** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **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 interest 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.



Pre-employment Requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: M. Trbojevic, Human Resources Consultant, March 2026

Classification Evaluation Date: June 2017