



Job Description Form

Area Manager Remote North

Position Details

Position Number: Generic
Classification: Level 6
Award/Agreement: Public Sector Award and Agreement
Organisational Unit: Housing Services / Regional Office
Location: Regional or Remote WA
Classification Date:
Effective Date: July 2025

Reporting Relationships

This position reports to:
Regional Manager, Level 8

Positions under Direct Supervision:

This position may supervise a small team.

Role Statement

This position is responsible for managing and overseeing all housing activities within designated areas. Manages local resources and key stakeholder relationships to maximise organisational outcomes in accordance with regional strategic planning. Identifies and promotes business development opportunities and partnerships.

Position Duties and Responsibilities

1. Area Management

- 1.1 Accountable for the management of the portfolio of properties within the defined area relating to:
 - Aboriginal housing under the direct management model;
 - Government Regional Officers' Housing for departmentally leased, owned and managed, other agency leased and owned, and privately leased and owned;
 - Social housing for departmentally owned and privately owned.
- 1.2 Manages the business activities of the area office encompassing the full range of asset management, tenancy management and related financial management and reporting functions.
- 1.3 Identifies and mitigates agency and political risk at a local level.
- 1.4 Investigates and responds to, Ministerial enquiries, Parliamentary questions and customer complaints on behalf of the Regional Manager.
- 1.5 Identifies and promotes business development opportunities and partnerships.
- 1.6 Prepares, monitors and controls are budgets including maintenance and minor capital works in conjunction with the Regional Manager.
- 1.7 Manages the area waitlist activities of the area team with a focus on tenancy and asset management.
- 1.8 Responsible for balanced score card reporting at an area level.
- 1.9 Represents the Regional Manager at various forums as required including on-call emergency situations.

2. Resource Management

- 2.1 Controls, monitors and reviews all revenue and expenditure activities in accordance with the Financial Management Act and controls the reconciliation of daily banking.
- 2.2 Controls, authorises and reviews revenue, recovery actions, subsidies and amenities provisions.
- 2.3 Identifies and implements business improvement opportunities.

- 2.4 Leads and supports the team to achieve key performance indicators in all areas of business activity.
- 2.5 Coordinates the area's asset management program in conjunction with the Regional Manager.
- 2.6 Manages the Department's performance development program within the area team.

3. Service Delivery

- 3.1 Liaises with other Departments, local authorities, welfare and community groups and contractors on all matters associated with tenancy and property management.
- 3.2 Assists with the management of town based and remote Aboriginal communities in conjunction with AHS and Regional Manager.
- 3.3 Recommends acquisition of vacant land and spot purchased properties for the building program.
- 3.4 Manages housing appeal reviews and represents the Department as required.

4. Other

- 4.1 Completes other activities and priorities as allocated by the Regional Manager, or Executive Director.

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. Related industry background with a sound understanding of the social housing sector.
2. Demonstrated management and supervision skills.
3. Demonstrated understanding of Aboriginal culture and issues.
4. Well developed interpersonal and communication skills.
5. Well developed research, analytical and problem solving skills.
6. Well developed written skills.

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 remote regional locations, including by light aircraft, and to stay overnight or for short periods.
3. 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.
4. Travel with minimal assistance, often to off-road and remote destinations throughout Western Australia (which may include camping in remote locations) and often outside normal working hours.
5. Travel to remote locations including by light aircraft.