

# Job Description Form

## Position Details

|   |  |                                       |
|---|--|---------------------------------------|
| <b>Position Title:</b><br>Manager, Planning and Lands | <b>Position Number:</b><br>DBCA3102743 | <b>Level:</b><br>Level 8              |
| <b>Division:</b><br>Parks and Visitor Services        | <b>Branch:</b><br>Planning and Lands   | <b>Section:</b>                       |
| <b>Employment Agreement:</b><br>PSA 1992, PSCA 2024   | <b>Location:</b><br>Kensington         | <b>Effective Date:</b><br>13 May 2026 |

## Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.

### Integrity



Commitment to knowing and  
doing what is right

### Collaboration



Commitment to team,  
partnership and the support of  
others

### Accountability



Commitment to being  
transparent, taking ownership  
and personal responsibility

### Respect



Commitment to the respect of  
people, culture and place

### Excellence



Commitment to quality,  
innovation and continuous  
improvement

## Reporting Relationships

| Position Title                                | Level/Grade | Position title                            | Level / Grade |
|---|-------------|---|---------------|
| Executive Director Parks and Visitor Services | CL2         | Manager, Planning and Lands               | L8            |
|   |             | Manager, Aboriginal Partnerships          | L8            |
|   |             | Assistant Director, Visitor Services      | L8            |
|   |             | Executive Assistant                       | L4            |
|   |             | Coordinator Strategic Projects and Policy | L7            |

### Responsible to

This position

## Officers under direct responsibility

| Position Title                             | Level/Grade | Approx. no. FTEs supervised |
|--|-------------|-----------------------------|
| Coordinator Land Services and Acquisitions | L7          | 1 FTE                       |
| Coordinator Marine Planning                | L7          | 1 FTE                       |
| Coordinator Terrestrial Planning           | L7          | 2 FTE                       |
| Coordinator SWNTS Planning                 | L7          | 1 FTE                       |
| Special Projects Officer                   | L6          | 1 FTE                       |
| Communications Officer                     | L6          | 0.4 FTE                     |
| Administration Officer                     | L3          | 1 FTE                       |

|   |                         |                                      |
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### About the Role

**This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:**

- Directs and manages the operation of the Planning & Lands Branch to deliver on State Government, Departmental and Divisional priorities and strategies relating to terrestrial and marine planning, Southwest Native Title Settlement (SWNTS) planning, and land services and acquisitions.
- Provides leadership and guidance to Branch staff across the Terrestrial Planning, Marine Planning, SWNTS Planning, and Land Services & Acquisitions units, focusing on complex planning processes and programs where stakeholders, community and cross-government dimensions are present; day-to-day program delivery is led by unit coordinators.
- Maintains a broad working knowledge of statutory planning frameworks, conservations management, and land administration; drives uplift of the planning function; and provides high-level advice to the Minister for Environment, the Executive and major stakeholders.
- Draws on deep Branch expertise to provide trusted advice to the Executive Director, Parks and Visitor Services, supporting whole-of-agency policy settings, strategic decision-making and divisional priorities across Parks and Visitor Services.

*Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.*

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## Responsibilities

### Service Planning and Management (20%)

1. Contributes to the development and implementation of the Parks and Visitor Services Strategic Plan, providing informed advice, leadership insight and operational perspective to ensure alignment with divisional priorities, whole-of-government objectives, and community outcomes.
2. Acts as a senior leader within the Parks and Visitor Services Division leadership team, working collaboratively with peers to shape direction, support collective decision-making, and promote a consistent, values-led leadership approach across the Division.
3. Provides strong, visible leadership to Branch staff, setting clear expectations, fostering collaboration, and enabling teams to deliver agreed works programs, projects and initiatives through effective priority setting and sound operational oversight.
4. Manages Branch financial and physical resources with a strong focus on accountability and value for money, ensuring resources are planned, allocated and utilised effectively to support the delivery of Branch objectives and service outcomes.
5. Ensures the coordinated allocation of resources across Branch functions, actively facilitating cooperation and integration between Units to minimise duplication, strengthen cross-functional delivery, and support broader divisional and departmental priorities.
6. Leads and oversees the implementation and monitoring of Branch works programs, projects and initiatives, using performance information to track progress, manage risks, and support continuous improvement in Unit and Branch outcomes.
7. Builds workforce capability by supporting training, development and performance conversations, ensuring staff have access to appropriate development opportunities that strengthen individual capability, leadership depth, and long-term Branch resilience.

### Role Specific Responsibilities (70%)

#### Governance and Program Oversight

1. Lead complex planning processes and programs where intersections with senior public servants, ministers, key community stakeholders or cross-government relationships require branch manager-level engagement, enabling unit coordinators to lead day-to-day plan delivery with confidence and clear accountability.
2. Establish and maintain governance frameworks for terrestrial and marine conservation planning and land services and acquisitions, ensuring compliance with legislated processes, Government policy and strategic outcomes, and actively driving uplift of the statutory planning function across the Branch.
3. Lead the implementation of the project-team delivery model within Terrestrial Planning, providing oversight of plan allocation, workload distribution and quality assurance, and ensuring the model is functioning effectively and delivering on its intended purpose.

#### Stakeholder and Political Relationship Management

1. Build and sustain strong relationships with traditional owners, senior government representatives, community stakeholders and cross-agency partners, managing complex intersections between planning, land administration and Aboriginal engagement with authenticity.
2. Represent the Department at a senior level on relevant working groups, committees and forums, contributing insight and leadership on statutory planning, conservation management, land services and related policy matters of strategic importance.

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**Executive Advice and Policy**

1. Provide authoritative advice to the Executive, senior stakeholders and the Minister on planning and land matters, including through high-quality written briefs and in-person attendance at executive meetings, with emphasis on stakeholder and political relationship management rather than technical plan content.
2. Navigate complex policy issues arising in Land Services and Acquisitions, drawing on the coordinator's technical land administration expertise to resolve issues and advance frameworks at a senior level.
3. Ensure systems, processes and reporting frameworks enable effective delivery, support transparency and accountability, and demonstrate progress against departmental priorities and divisional outcomes.
4. Identify and address challenges and emerging risks proactively, working collaboratively across the Branch and Department to remove barriers, improve delivery and strengthen organisational capability.

**Strategic Planning (5%)**

1. Provide trusted strategic advice on conservation planning, statutory planning reform and land administration matters to the Executive Director, Parks and Visitor Services and senior departmental leaders, contributing to longer-term planning, reform initiatives and organisational resilience.

**Other Responsibilities (5%)**

1. Represent the Department or the Executive Director, Parks and Visitor Services, on inter departmental and external committees, contributing constructively to whole of government collaboration and shared outcomes.
2. Model strong governance and professional standards, ensuring all work is undertaken in line with relevant departmental policies, government frameworks and legislative requirements.
3. Support fire management operations where required, including participation in bushfire suppression and prescribed burning activities, consistent with training, experience and operational needs.

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## Selection Criteria

### About You

We are looking for a values-driven, collaborative leader who is committed to respectful partnerships, strong public sector governance and delivering positive outcomes for Aboriginal communities, parks and visitors.

### What You'll Bring

1. Demonstrated leadership and people management experience, with the ability to support and develop teams, navigate complexity, and contribute positively through periods of change.
2. Experience in natural resource management, planning, land administration or a related field, with demonstrated ability to provide strategic oversight of complex statutory programs and processes.
3. Experience contributing to public policy development or implementation, with the ability to help shape initiatives, provide sound advice, and support translation of strategic decisions into workable programs or frameworks.
4. Well-developed relationship building skills, with the ability to work effectively with government agencies, community stakeholders, traditional owner groups and ministerial offices to achieve shared outcomes.

### Communication and Problem-Solving

5. Strong communication skills, both written and verbal, with the ability to adapt messages for different audiences, including community stakeholders, senior leaders and Ministers, and contribute to high-quality briefings and advice.
6. Good analytical and problem-solving ability, with confidence in working through complex or sensitive matters in a thoughtful, considered and solutions-focused way.
7. Experience managing programs or resources, including financial, physical or technological assets, and an understanding of accountability and value for money in the public sector.

### Knowledge and Professional Practice

8. An understanding of planning frameworks and processes, including reserve management planning under relevant Western Australian legislation, or a willingness to build this knowledge in the role (desirable).
9. Experience in land services or land administration within a government context (desirable).
10. An understanding of workplace safety, equity and diversity principles, and a commitment to inclusive and respectful workplaces.
11. A current motor vehicle driver's licence.
12. A willingness to participate in fire management activities, such as bushfire suppression or prescribed burning, where required and consistent with capability, training and experience (desirable).

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### Behaviour Expectations

[Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviour for this role is [Leading Others](#).

### Other position-related information

|   |               |
|---|---------------|
| <b>Position Status - Permanent</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | <b>FTE:</b> 1 |
| <b>National Police Check</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>For more information refer to the department's guidelines on <a href="#">National Police checks</a> .   |               |
| <b>Current WA Driver's Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position)</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  |               |
| <b>Medical Assessment</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |               |
| <b>Working with Children</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a>  |               |
| <b>Allowance and Special Conditions</b><br><input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave<br><input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify) |               |

### Certification

Verified by: Recruitment and Establishment Section  
  
 Registered JDF  
 13 May 2026