



# Job Description Form

## Principal Analyst

### Position Details

<b>Position Number:</b>	Generic
<b>Classification:</b>	Level 6
<b>Award/Agreement:</b>	Public Sector Award and Agreement
<b>Organisational Unit:</b>	Housing Policy and Development / Portfolio and Asset Services / Community Housing Registration
<b>Location:</b>	Perth Metropolitan Area
<b>Classification Date:</b>	November 2007
<b>Effective Date:</b>	November 2025

### Reporting Relationships

**This position reports to:**

Manager Community Housing Registration, 015137, Level 7

**Positions under Direct Supervision:**

This position has no subordinates.

## Role Statement

This position is responsible for:

- Conducting complex assessments and reporting in relation to community housing provider registration applications and ongoing compliance with the approved regulatory system.
- Providing advice, support and expertise on regulatory matters to the Manager Community Housing Registration Office, the Community Housing Registrar, and other senior staff as required.

## Position Duties and Responsibilities

### 1. Registration and Compliance Assessments

- 1.1 Conduct complex assessments and report on community housing provider performance in accordance with the approved regulatory framework and operational policies and procedures.
- 1.2 Investigate complex performance issues and complaints against registered housing providers in accordance with the approved regulatory framework and provide recommendations to the Manager Community Housing Registration Office.
- 1.3 Provide advice and recommendations to the Manager Community Housing Registration Office on registration assessments, compliance reviews, emerging issues and investigations.
- 1.4 Maintain proper documentation, records and tracking systems in accordance with government policy and relevant legislation.
- 1.5 Support and guide Analysts and Senior Analysts on matters relating to the regulation of community housing providers.
- 1.6 Work collaboratively with the Financial and Business Analyst and other team members to provide comprehensive and complete community housing provider assessments and reports.
- 1.7 Guide the preparation and completion of assessments, by undertaking a first level peer review of assessment planning.
- 1.8 Provide high level peer review of regulatory assessments and reports to ensure accuracy and completeness of assessments and reporting, and adherence with approved regulatory processes and procedures.

### 2. Data Analysis

- 2.1 Contribute to the development and implementation and administration of data systems and processes to enable the collation, analysis and reporting of regulatory data.
- 2.2 Undertake intelligence gathering and environmental scanning, identify opportunities, trends and emerging issues and make recommendations to the Manager Community Housing Registration Office and the Community Housing Registrar.
- 2.3 Monitor and report on sector performance and outcomes of the approved regulatory framework.

**3. Stakeholder Management**

- 3.1 Proactively build and maintain positive relationships with community housing providers, other key stakeholders, (internal and external) and represent the views of the Community Housing Registration Office at key stakeholder engagement forums and meetings.
- 3.2 Contribute to the development and implementation of strategies and mechanisms to educate, inform and engage the community housing sector's diverse and varied stakeholder base on matters relating to the approved regulatory framework.
- 3.3 Monitor stakeholder satisfaction and constructively manage stakeholder issues.

**4. Reporting**

- 4.1 Prepare and present clear and concise reports, briefs and correspondence on complex and sensitive regulatory matters.

**5. Other**

- 5.1 Contribute to the development and implementation of effective regulatory policies, procedures, processes and systems.
- 5.2 Develop sound working relationships with peers and colleagues to create an environment in which teamwork, continuous improvement and innovation are actively encouraged.

## 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. Demonstrated knowledge and substantial experience in regulation or one or more of the following: audit, review, investigation, complaints management.
2. Well-developed research, conceptual, analytical and report writing skills.
3. Demonstrated ability to provide high level peer review of assessments and reports.
4. High level communication and interpersonal skills including the ability to build and maintain effective relationships with a range of people in various contexts to achieve positive outcomes.
5. Sound understanding of risk management and how it applies in a regulatory environment.
6. Demonstrated ability to participate in teams to achieve positive outcomes.

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

1. Possession of a relevant tertiary level qualification.
2. Knowledge of contemporary business practices, including organisational governance, management and financial sustainability.
3. Knowledge of social and affordable housing and community housing.

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

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.