



Housing and Transfers Supervisor

POSITION DESCRIPTION FORM

Region / Portfolio:

Regional WA

Position Description Number:

227507

Directorate / Command / District / Division:

Regional WA Regional Office

Level:

Level 5

Business/Work area:**Employment Conditions**

Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: East Perth

Position Objective

Contributes to the effective delivery of housing and transfer services for the Western Australia Police Force personnel across Regional WA by coordinating day-to-day housing and removal activities, supervising the team, and ensuring processes are followed in accordance with established policies and procedures. Provides timely advice, prepares documentation, and escalates complex matters for further action.

Role of Work Unit

Regional WA is comprised of the Goldfields-Esperance District, Great Southern District, Kimberley District, Mid-West Gascoyne District, Pilbara District, South-West District, and Wheatbelt District. The role of the districts is to provide effective and efficient delivery of the five core functions to the community in line with the agency's purpose and direction and the strategic intentions contained therein and relevant business plan requirements.

Reporting Relationships

This position reports to:

- Assistant Commissioner, Regional WA
- Executive Manager Corporate Services, Level 7 for day-to-day operations

Direct reports to this position include:

- Housing Coordinator, Level 4
- Removals Coordinator, Level 3
- Removals Payroll Officer, Level 2
- Housing Payroll Officer, Level 2

Total number of positions under control: 4

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Key Accountabilities

1 Coordination and Team Supervision (45%)

- 1.1 Provides effective coordination and supervision to the various police staff positions responsible for housing and removals in Regional WA.
- 1.2 Manages staff performance through regular performance planning, development reviews, coaching and feedback to achieve individual and team objectives.
- 1.3 Identifies training and development needs for team members and facilitates appropriate professional development opportunities.
- 1.4 Monitors workload distribution across the team and reallocates resources as required to meet operational demands and deadlines.
- 1.5 Coordinates recruitment, selection and induction processes for police staff positions in accordance with agency policies.
- 1.6 Ensures team members maintain currency of knowledge regarding relevant legislation, awards, agreements, policies and procedures.

2 Housing Coordination (40%)

- 2.1 Provides supervision for housing and removals services, ensuring efficient and customer-focused delivery across housing coordination, removals coordination and associated payroll processes.
- 2.2 Oversees the coordination of regional housing for police officers, including liaising and negotiating with Government Regional Officer Housing (GROH), the Department of Housing and Works and other agencies regarding the supply, allocation, release and reversion of accommodation in line with the WA Police Force policies and industrial agreements.
- 2.3 Provides guidance on complex housing issues, including compliance with relevant legislation, Industrial Agreements, Tenure Policy, and endorses recommendations on acquisitions, end of lease, exchanges and future housing needs.
- 2.4 Oversees the coordination of officer transfers to and from Regional WA, including the timely and cost-effective movement of furniture and personal effects, ensuring compliance with contractual arrangements and relevant industrial entitlements.
- 2.5 Monitors transfers, removals, allowances and related entitlements, ensuring consistency, equity and adherence to policy.
- 2.6 Ensures appropriate processes are in place for the management of insurance and risk-related documentation for damaged or lost belongings, escalating complex or contentious matters.
- 2.7 Provides advice and support to the Executive Manager and senior stakeholders on housing and removals matters, emerging risks, trends and improvement opportunities, including contributing to the development, review and implementation of related policies, procedures and contracts.

3 Financial Management (10%)

- 3.1 Provides supervision and governance over housing and removals related payroll operations, ensuring accurate and timely fortnightly processing of allowances, GROH rent deductions and transfer-related payments.
- 3.2 Monitors expenditure and budgets associated with GROH, transfers and removals, including oversight of rent deductions, reconciliations between various vendors and the WA Police Force, review of invoices and vendor accounts, and identification of variances or anomalies requiring corrective action.
- 3.3 Prepares financial reports, statistics and analysis to support decision-making, performance monitoring and continuous improvement in housing, removals and payroll services.
- 3.4 Assists with the planning and review of contracts associated with housing and removals services, including input into contract renewals, service improvements and efficiencies.

4 Other (5%)

- 4.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 4.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 4.3 Undertakes other duties as directed.

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Work Related Requirements

Essential

Context in which work related requirements will be applied and or general standard expected.

Supervisory skills

Supervising a team, conducting performance management, coaching and enhancing team capability through development activities. Coordinating recruitment, workload allocation and addressing performance issues.

Knowledge of housing, removals and payroll processes

Applying operational processes for housing coordination including GROH administration, rent reconciliations and policy application. Applying removals coordination including vendor management, transfer allowances and insurance claims. Overseeing payroll processing for transfer-related payments and rent deductions.

Communication and interpersonal skills

Preparing comprehensive reports, briefing notes, ministerial responses and correspondence. Liaising with senior managers, external agencies and vendors. Building and maintaining productive stakeholder relationships. Communicating complex information clearly to diverse audiences.

Analytical and problem-solving skills

Analysing complex issues, identifying trends and developing solutions. Resolving escalated problems relating to housing, removals and payroll matters. Contributing to policy development and strategic planning. Implementing continuous improvement initiatives.

Stakeholder engagement and negotiation skills

Building collaborative relationships with GROH, vendors, government agencies and internal stakeholders. Negotiating outcomes on complex housing and removals matters. Managing expectations and resolving conflicts.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Leading Others**.

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Organisational Design Consultant Organisational Design and Analysis	Helen Mashiah	17/03/2026
Assistant Commissioner Regional WA	Paul Coombes	17/03/2026