



Department of Biodiversity,
Conservation and Attractions

**ROTTNEST
ISLAND
AUTHORITY**

Job Description Form

Position Details

Position Title: Senior Development Planning Officer	Position Number: RIA3179360	Level: Level 6
Division: Rottneest Island Authority	Branch: Contracts & Planning	Section: Contracts & Planning
Employment Agreement: PSA 1992 / PSCA 2024	Location: Fremantle (Commuting to Rottneest Island, as required)	Effective Date: 17 June 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
Project Manager - Development	Level 7

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Other offices reporting directly to this office

Position title	Level/Grade
N/A	

↑

Responsible to

This position

↑

Officers under direct responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		

About the Role

The Senior Development Planning Officer will be responsible for management and delivery of development planning assessment projects for Rottneest Island. This position will be required to ensure that project outcomes are met within specified timeframes and strategic objectives are met. This will include leading the project teams, liaison with internal and external stakeholders, coordination of consultants, planning and management of project tasks, managing budgets and drafting high-level Board, Executive and tender documentation.

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

Responsibilities

- Manages significant development planning assessment projects including:
 - coordinating and undertaking the assessment;
 - drafting assessment documentation, Development Approval reports and Notices of Determination;
 - tracking and controlling budget;
 - coordinating consultants and internal / external project teams and stakeholders; and
 - ensuring decisions are compliant, accurately recorded, communicated clearly to applicants and stakeholders and in accordance with RIA's development planning framework and agency objectives.
- Manages RIA's planning framework including information held within GIS systems and providing planning and land use advice to internal and external stakeholders.
- Leads ad hoc detailed planning exercises to facilitate development, infrastructure planning and capital works on Rottneest Island.
- Drafts submissions to the Corporate Executive team and Board providing sound advice and recommendations which align to the agency's strategic objectives and comply with relevant statutory requirements.
- Oversees referrals to external agencies and provides advice / contributes to RIA processes in relation to planning issues including Heritage and environmental considerations.
- Reviews and updates development planning policy suite of documents ensuring they remain current with RIA's policy position and relevant legislation.
- Manages procurement and compliance processes and maintains records according to Procurement and Policies guidelines.
- Manages publication of external and internal information on development planning projects to ensure currency and accuracy at all times.
- Establishes and maintains effective working relationships with internal and external stakeholders including developers, RIA staff members, consultants and government agencies to achieve team objectives in a timely manner.
- Effectively contributes to and collaborates with inter-disciplinary project teams across the RIA.
- Undertakes other duties as directed.

Selection Criteria

Applicants should address the following essential criteria. These should be addressed in no more than three (3) pages in total. Desirable criteria will be assessed as required.

Essential

1. Tertiary qualification in development planning or similar, or equivalent relevant experience.
2. Experience in management of development planning assessments including drafting all planning documentation, provision of planning advice, coordination of internal and external stakeholders, referrals to external agencies and management of planning project delivery.

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3. Excellent verbal and written communication skills including strong influencing / negotiating skills and the ability to draft quality documents for presentation to a Board or senior level managers.
4. Conceptual, analytical and problem-solving skills including ability in interpreting and applying relevant legislation, policies and procedures.
5. Applies and promotes the principles of equity, diversity and work health and safety in the workplace.

Desirable

1. Experience with management of heritage and environmental issues relating to development planning.



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 [Personal Leadership](#)

Other position-related information (only relevant ones will be populated)

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FTE: 1.0
National Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department’s guidelines on National Police checks .	
Current WA Driver’s Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Working with Children <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/	
Allowance and Special Conditions <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)	

Certification

The details contained in this document are an accurate reflection of position.

Division Head	Executive Director
 Signature:	Signature: 
Date: 27 May 2026	Date: 16 June 2026