



DESCRIPTION FORM

STATE HERITAGE OFFICE
(Administered by the Department of Local Government and Communities)

SECTION 1 - OFFICE IDENTIFICATION

REGISTERED

EFFECTIVE DATE OF DOCUMENT
21/06/2013

SIGNED:

DATE:

| | | | |
|---|---------------------------|--------------------------|-------------------------|
| TITLE Manager, Local Government Services | | CLASSIFICATION L7 | POSITION NO. 12679.1 |
| DIVISION | State Heritage Office | SALARIES AGREEMENT/AWARD | |
| BRANCH | Local Government Services | PSGOGA 2011 | |
| SECTION | | ANZSCO: | |
| SUBSECTION | | <<ANZSCO>> | |

SECTION 2 - REPORTING RELATIONSHIPS

| | | | |
|-----------------------------|--|---|----|
| TITLE Director General | Department of Local Government and Communities | Other offices reporting directly to this office | |
| CLASSIFICATION | | Title and Classification | |
| Responsible To | | ← | |
| TITLE Executive Director | | Manager Business Services | L8 |
| | | | L8 |
| | | Development and Incentives Manager | L8 |
| | | Manager Assessment and Registration | L7 |
| | | Manager Strategic Projects and Policy | |
| CLASSIFICATION | C1 | | |
| Responsible To | | | |
| THIS OFFICE | | | |

Officers under direct responsibility

| Title | Classification | Number of FTE's under Supervision and Control |
|---|----------------|---|
| Planning Officer, Local Government Services | L5 | 0 |

SECTION 3 - KEY RESPONSIBILITIES

State BRIEFLY the key responsibilities or prime function of the job.

The Manager, Local Government Services will be responsible for effectively leading and managing the service delivery, education, support and advice provided by the State Heritage Office to all local governments and their communities with respect to local heritage protection. The position establishes and maintains effective relationships with local government staff and other representatives, and applies strategic thinking in promoting improved outcomes in local heritage protection.

SECTION 4 - ORGANISATIONAL CONTEXT

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| TITLE | CLASSIFICATION | POSITION NO. |
|---|----------------|--------------|
| Manager, Local Government Services | L7 | 12679.1 |
| <p>The Heritage Council was established under the Heritage of Western Australia Act 1990 as the State's advisory body on heritage matters. The Council provides for and encourages the conservation of places with cultural heritage significance to Western Australia.</p> <p>The State Heritage Office supports the Heritage Council in carrying out its three main functions:</p> <ul style="list-style-type: none">● to establish and maintain the State Register of Heritage Places,● to ensure that any development of heritage places is in harmony with cultural values and● to promote awareness and knowledge of our cultural heritage. <p>State Heritage Office staff are employed by the Department of Local Government and Communities.</p> <p>All staff are expected to:</p> <ul style="list-style-type: none">● apply the guidelines and principles of the Western Australian Public Sector Code of Ethics and the State Heritage Office's Code of Conduct;● apply the relevant State Heritage Office's safety procedures and guidelines and equal opportunity principles in the performance of work; and● work to the values of integrity, respect, professionalism, collegiality, innovation, excellence, diversity and service. | | |

SECTION 5 - STATEMENT OF DUTIES

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This section outlines the results and outcomes required of an individual in this position.

| TITLE | | CLASSIFICATION | POSITION NO. | |
|------------------------------------|---|----------------|--------------|--|
| Manager, Local Government Services | | L7 | 12679.1 | |
| Duty No. | Details | Freq. | % | |
| 1. | LEADERSHIP | D | 30 | |
| 1.1 | Establishes and maintains high level relationships and partnerships across State government agencies, local governments and relevant industry participants. | | | |
| 1.2 | Provides sound strategic advice and responses, reports and submissions for the Corporate Executive Group, Executive Director, Heritage Council and Minister. | | | |
| 1.3 | Responsible for the effective leadership of staff and project teams providing training, support, guidance and professional development as required. | | | |
| 2 | MANAGEMENT | D | 30 | |
| 2.1 | Develops and delivers objectives and projects in required time frames. | | | |
| 2.2 | Procures and manages consultants and suppliers. | | | |
| 2.3 | Manages financial resources in compliance with employing authority and Government policies. | | | |
| 2.4 | Manages human resources in compliance with employing authority and Government policies. | | | |
| 2.5 | Reports on performance. | | | |
| 2.6 | Supervises and trains staff. | | | |
| 2.7 | Provides regular reports and analysis on matters relating to local government liaison and outcomes. | | | |
| 3 | DELIVERY OF LOCAL GOVERNMENT SERVICES | D | 35 | |
| 3.1 | Provides high level advice and support on heritage related planning matters (planning schemes, local and state planning policies, scheme amendments, local planning strategies and planning appeals). | | | |
| 3.2 | Provides information to local governments authorities regarding local heritage listing. | | | |
| 3.3 | Develops and promotes consistent standards and best practice in heritage related planning. | | | |
| 3.4 | Develops, promotes and delivers heritage related training and capacity building in local government, local communities and in the planning sector generally. | | | |
| 3.5 | Provides information and analysis on current trends and activities in local heritage planning. | | | |
| 3.6 | Represents the branch, directorate and Department on working parties, committees and other relevant forums on matters relating to local government heritage services. | | | |
| 4 | LIAISON | D | 5 | |
| 4.1 | Liaises with Executive Director, senior staff and external stakeholders on relevant matters. | | | |
| 4.2 | Responsible for building and maintaining effective working relationships and partnerships with local governments and other related stakeholders. | | | |
| 4.3 | Represents the Council at a senior level on committees, working parties and other state and national forums as directed. | | | |
| | Undertakes other duties as required. | | | |

FREQUENCY: D – Daily; W – Weekly; F – Fortnightly; R – Regularly; O – Occasionally; A – Annually

SECTION 6 – SELECTION CRITERIA

This section outlines the mix of pre-employment requirements and competencies required of an individual in this position. The following is to be read in the context of the preceding sections of this document.

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| EFFECTIVE DATE OF DOCUMENT 21/06/2013 |
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| TITLE | CLASSIFICATION | POSITION NO. |
|---|--|--------------|
| Manager, Local Government Services | L7 | 12679.1 |
| EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE | | |
| <p>Essential pre-employment requirements</p> <p>1</p> <p>Essential</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>Desirable</p> <p>1</p> <p>2</p> | <p>C Class license</p> <p>Relevant tertiary qualifications and / or extensive experience in the operation of Western Australia's planning system.</p> <p>Well-developed organisational and project management skills.</p> <p>Well-developed skills in writing, strategy development and business planning, consultant's briefs, briefing notes, budget submissions and reports.</p> <p>Demonstrated high-level communication, interpersonal, negotiation and consultation skills.</p> <p>Well-developed conceptual and analytical skills, together with the ability to provide innovative and creative solutions to problems and issues.</p> <p>Demonstrated ability to manage financial and human resources in accordance with agency and Government policy/legislation.</p> <p>Knowledge of the State's heritage, conservation related issues and policy priorities.</p> <p>Knowledge of Government (State and local) and Ministerial processes.</p> | |

SECTION 7 – APPOINTMENT FACTORS

This section outlines the results and outcomes required of an individual in this position.

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| EFFECTIVE DATE OF DOCUMENT 21/06/2013 |
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|---|------------------------|----------------------|-------------------------|
| TITLE Manager, Local Government Services | | CLASSIFICATION L7 | POSITION NO. 12679.1 |
| LOCATION AND ACCOMMODATION State Location. If accommodation is available give details such as department/GROH, free/rental, etc. | LOCATION ACCOMMODATION | PERTH N.A. | |
| ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable | <<If required>> | | |
| SPECIALISED EQUIPMENT OPERATED Specify type of equipment, make and model, operated. | <<If required>> | | |

(1) The details in this document are an accurate statement of the duties, responsibilities, and other requirements of the job.
BRANCH/DIVISION HEAD DIRECTOR GENERAL

(ii) As occupant I have noted the statement of duties, responsibilities, and other requirements as detailed in this document.

| NAME | SIGNATURE | DATE APPOINTED | DATE |
|------|-----------|----------------|------|
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