



## POSITION DESCRIPTION

**Title:** State Design Review Panel Manager  
**Reports:** 2

**Position Number:** 00025722

**Direct**

**Classification Level:** SCL3

**Reporting Manager:** Associate to the Government Architect

**Directorate:** Strategy & Engagement  
Perth, CBD

**Division:** Office of the Government Architect

**Location:**

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**The Department of Planning, Lands and Heritage is responsible for planning and managing land and heritage for all Western Australians – now and into the future.**

### **Our Vision:**

To respect our past – To create opportunities today – To plan our future

The role of the Office of the Government Architect (OGA) is to provide leadership and independent strategic advice to Government to improve the design of public buildings and spaces and enhance the quality of the built environment.

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### **Position Summary – Role Purpose**

- The SDRP Manager will lead the appointment, implementation, advocacy, operation and reporting of the State Design Review Panel. The Manager will be the central point of contact for panel members, stakeholders, planning authorities, and proponents.
- Builds and maintains productive working relationships with internal and external stakeholders, showing initiative and a commitment to delivering excellent customer service.

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### **Role Responsibilities**

- Manages the activities of the WA State Design Review Panel (SDRP).
- Manages the appointment and induction of SDRP members.
- Evaluates suitability of projects seeking review.
- Supervises establishment of administrative processes, and reporting templates.
- Convenes and coordinates design review sessions.
- Develops reporting and provides professional, constructive feedback on design proposals.
- Develops advocacy, training and guidance material.
- Establishes strong relationships with state government departments, agencies and local government authorities.
- Undertakes departmental project management tasks.
- Monitors budget expenditure.
- Develops annual reporting on SDRP effectiveness against key indicators.
- Maintains an awareness of interpersonal diversity, and treats people with respect and courtesy in interactions with internal and external stakeholders.
- Coaches and mentors staff within the team as required.

**Respect the past – create the future**

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### Qualification Requirement

Bachelor Degree in Architecture (minimum) and eligibility for registration with the WA Architects Registration Board.

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### Our Values:

Integrity – Respect – Collaboration – Professionalism – Innovation

Our values underpin everything we do, they guide the way we conduct our work, how we engage with each other and deliver services to our customers. The ability to demonstrate how you will apply our values is

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### Employment Information:

**Work/Life Balance:** We appreciate that life balance is an important part of our employees lives. Flexible working arrangements can be discussed and negotiated with your manager to enable you to balance your personal commitments with the demands of the role.

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**The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present.**