

Senior Development Consultant

Asset Planning and Services

Position number	00040924
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 6
Reports to	Principal Consultant Land Acquisition (Level 7)
Direct reports	Nil

Context

The Asset Planning and Services Directorate is responsible for the development of strategic asset plans, policies and processes within an asset planning framework, long term land planning for schools and the management of the [Department's](#) land estate. The Directorate also provides services to schools on security and emergency management, environmental services, statistical and demographic planning services and property management.

For further information about the Department of Education please visit: education.wa.edu.au

Key responsibilities

Specialist Services

- Assist in planning, monitoring and scheduling of infrastructure planning and development projects related to the acquisition and activation of school sites.
- Assist in developing, implementing and maintaining policies, procedures and guidelines that address management of the Department's land assets.
- Liaise and negotiate with government agencies, local government, developers, consultants, vendors, solicitors, settlement agents, State Solicitor's Office, Valuer General's Office and schools to arrange for the acquisition, disposal or development of land, and ensure land settlements and contracts are contractually sound.
- Provide input to the preparation of budgets and business cases for land acquisitions and disposals and infrastructure provision.
- Provide advice on the *Land Administration Act 1997*, *Planning and Development Act 2005*, *Transfer of Land Act 1893* and other relevant legislation.
- Assist with the identification of future land and infrastructure needs and implement procedures to protect the identified land and infrastructure requirements.
- Administer Departmental land holdings and interact with the Department of Planning, Lands and Heritage, local government authorities and other government agencies regarding management, care and control of the Crown Estate.

- Assist with the management, development and maintenance of the Department's land tenure management information systems.

Branch Support

- Align work practices with the objectives of the Branch and work collaboratively with all members within the team to achieve the desired outcomes.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on Directorate committees and working parties.

Customer and Stakeholder Management and Liaison

- Liaise with community members, local government authorities and developers to resolve land and infrastructure related problems and issues.
- Liaise with appropriate public and private sector agencies with respect to the acquisition, subdivision, infrastructure provision, leasing, management and tenure of land required for purposes of the Department.
- Assist the Principal Consultant Land Acquisition in the negotiation and sales with private owners, property developers and the Department of Planning, Land and Heritage.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated substantial experience and knowledge of the property and development industry.
2. Demonstrated substantial knowledge and understanding of asset management principles, issues and government related processes, including the acquisition, management, infrastructure provision and disposal process for government real estate.
3. Demonstrated developed verbal and interpersonal communication skills with the ability to deal with high level consultations and negotiations.
4. Demonstrated experience and knowledge of the land, development and/or property industries and associated issues.
5. Demonstrated highly developed conceptual and analytical skills with the ability to provide innovative and creative solutions to complex problems.
6. Demonstrated highly developed written communication skills with experience in the preparation of policies, procedures and guidelines.
7. Demonstrated highly developed team management, leadership and planning skills with the ability to coordinate and deliver effective outcomes.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 13 November 2020
Reference D20/0580093