**Job Description Form**

**Director Community Construction and Development**

**Position Details**

**Position Number:**  017042

**Classification:**  Level 9

**Award / Agreement:**  Public Service Award 1992 / Public Service CSA Agreement 2019

**Organisational Unit:** Assets

**Location:** Perth Metropolitan Area

**Classification Evaluation Date:** 4 March 2008

**JDF Review Date:** 6 January 2021

**Reporting Relationships**

**This position reports to****:**

Assistant Director General, Assets, Class 2

**Positions under director supervision:**

2 x Project Capability Manager, Level 8

4 x Project Portfolio Manager, Level 8

1 x Project Development Manager, Level 8

1 x Executive Officer, Level 5

1 x Executive Assistant, Level 4

**About the Department**

The Department of Communities is Western Australia’s major human services department delivering disability services, child protection and family support, housing, and community and regional initiatives.

Led by a progressive, committed and inspiring Director General, the Department ultimately shapes the human services system and is dedicated to delivering outcomes for the benefit of all Western Australians.

**Role Statement**

The Assets Division undertakes the effective strategic planning, development and delivery, management and maintenance of the Department’s significant asset portfolio, consisting of social and affordable housing and other service-enabling built form assets across metropolitan and regional Western Australia. The Division also manages a selection of major land and urban development projects which are intended to transfer to DevelopmentWA, following appropriate consultation, in 2021.

Within the Assets Division, the Director Community Construction and Development is accountable for leading the directorate responsible for:

* Delivering the construction phase of major social and affordable housing, and other complex and specialised social infrastructure projects and programs to deliver optimum social outcomes for vulnerable Western Australians, while ensuring cost, time, quality, safety outcomes are met, and risks are managed.
* Managing the Department’s ongoing involvement in selected major residential developments to ensure optimal commercial, financial and social outcomes in partnership with private sector partners.

**Dimensions of the Role**

* Approximately 75 staff operating under matrix structure
* $444 million housing stimulus program in delivery
* Several major service-enabling infrastructure projects in development or delivery, including:
  + Common Ground Facilities
  + Family and Domestic Violence Refuges and Expansions
  + Accommodation for external government agencies
  + Aboriginal short stay accommodation
* Significant program of major residential housing programs in development or under construction under various contractual arrangements.

**Duties and Responsibilities**

* Manages Communities’ involvement in selected major residential developments to ensure optimal commercial, financial and social outcomes in partnership with private sector partners.
* Manages the procurement and delivery of a program of major social housing new build and refurbishment projects (including under the Government’s $319 million Social Housing Economic Recovery Program) and various other major service enabling infrastructure projects ensuring cost, time, quality, safety and social outcomes are met.
* Contributes to the development of high-quality business cases for the design and construction of social and affordable housing and other major specialist social infrastructure facilities.
* Procures and manages a range of design and construct and other contracts for the delivery of social and affordable housing for vulnerable Western Australians, ensuring cost, time, quality, safety and social outcomes are met and risks are managed.
* Procures and manages selected capital projects for the provision of essential services projects for remote aboriginal communities.
* Manages the engagement of technical consultants to support development and delivery of the Community Construction and Development (CCD) delivery program.
* Leads the Assets Division’s involvement in transfer of functions to DevelopmentWA in a way that ensures the intent of the 2020 Housing MOG is achieved efficiently and effectively and maintains employee engagement and morale.
* Provides strategic advice to the Assistant Director General Assets in relation to project development and delivery methodologies, better aligning the delivery program to Department-wide outcomes and end user requirements, and options for continuous improvement of the divisional operating model.
* Ensures all financial reporting and other accountability requirements are met, working collaboratively with the division’s Program Management Office.
* Where appropriate, innovates and influences the development industry and housing market to deliver outcomes that are better aligned to the Department’s strategic purpose of supporting the most vulnerable West Australians.
* Leads the development of the culture in the directorate and division with a focus on integrity, collaboration and high performance.
* Instils a continuous improvement mindset in the Directorate, fosters innovation and client-centred solutions that put the public interest first.
* Communicates a consistent, clear and engaging vision and strategy to employees (both within the Assets division and beyond), and supports staff make meaning of this for their own work area.
* Continually scans the external environment for best practice and trends in the housing and infrastructure development domain and is highly attuned and responsive to the values, perceptions and needs of Government, stakeholders and the community.
* Builds and nurtures strong working relationships and partnerships across broad range of internal (including Ministers’ Offices and across the public sector) and external stakeholders (including with the private sector, not-for-profit sector, Aboriginal Community Controller Organisations (ACCOs), other aboriginal organisations and stakeholders, and local communities) in order to deliver mutually beneficial outcomes.
* Exemplifies the highest standards of Integrity, Ethics and honesty consistent with the Public Sector’s Code of Ethics ([Commissioners Instruction No. 7)](https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_23846.pdf/$FILE/Commissioners%20Instruction%20No%207%20Code%20of%20Ethics%20-%20%5B00-a0-06%5D.pdf?OpenElement) and the Department’s Code of Conduct, and ensures the same high standards are demonstrated at all times by staff and contractors in own Division in the procurement of construction services and the expenditure of public funds in the delivery of programs.
* Drives continual improvement in the Directorate’s work health and safety performance in pursuit of the Department’s aspired work health and safety culture.
* Ensures the Division complies with all statutory and regulatory requirements and provides assurance to the Assistant Director General Assets via regular reporting.

**Essential Work-Related Requirements (Selection Criteria)**

**Shapes and Manages Strategy**

* Demonstrated ability to develop a strategy for managing a portfolio of major projects and programs through all phases of construction through to disposal or operation.
* Demonstrated skill in analysing systemic issues and multiple viewpoints in order to develop long term strategies and solutions that successfully deliver the desired outcomes.

**Achieves Results**

* A leader with a track record of leading and project managing change in a complex environment in the public or private sectors.
* Demonstrated ability to successfully manage physical and financial resources of significant value in a constrained environment and to manage risks effectively.
* Demonstrated ability to manage construction and other trade contractors.
* Demonstrated evidence of a continuous improvement mindset.

**Builds Productive Relationships**

* Demonstrated evidence of being culturally responsive to the issues facing Aboriginal people and to engage with Aboriginal people in a culturally appropriate way.
* A track record of building strong, trust-based relationships and collaborating with external bodies and stakeholders to achieve mutually beneficial outcomes.

**Exemplifies Personal Integrity and Self-Awareness**

* Demonstrate genuine commitment to lead integrity, fraud and corruption control through enabling accountability, effective governance and transparency.
* Critically analyses own leadership style and performance, and demonstrates a strong commitment to ongoing leadership development.
* Exhibits a high level of resilience and acts as a role model by openly communicating strengths and proactively develops own personal capability.

**Communicates and Influences Effectively**

* Demonstrated ability to negotiate and influence persuasively.
* A track record of successfully influencing and partnering with senior colleagues and other key internal stakeholders in a complex organisational context.

**Essential Eligibility Requirements / Special Appointment Requirements**

* Appointment is subject to a satisfactory National Police Clearance.
* Appointment is subject to satisfactory completion of an integrity check.
* Available to undertake travel to regional areas of Western Australia on a regular basis.