



POSITION DESCRIPTION

Title:	Manager Design Review	Position number:	00025722	Classification:	SCL4
Direct reports:	4	Reporting Manager:	Director Design and Built Environment		
Directorate:	Design and Built Environment	Division:	Reform, Design and State Assessment	Location:	Perth

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 Values: Integrity – Respect – Collaboration – Professionalism – Innovation
Our Vision: To respect our past – To create opportunities today – To plan our future
Our Purpose: Planning and managing land and heritage for all Western Australians

Position Summary – Role Purpose

The Manager Design Review is responsible for managing all state design review processes (including the multidisciplinary State Design Review Panel) to deliver high quality design outcomes in major projects in the interest of the WA Government and the community. The Manager works closely with the Government Architect and the Office of the Government Architect to ensure that design review provides independent, expert design advice to Government agencies, decision-makers and proponents, including the Western Australian Planning Commission (WAPC), Development Assessment Panels, Development WA, statutory authorities and local governments regarding the design quality of a range of project types. The position also manages a dedicated technical secretariat responsible for coordinating the State Design Review process.

Role Responsibilities

Leadership and Management

- Lead and manage the Design Review Branch and its resources to deliver the Directorate's and the Government Architect's objectives, and provide professional supervision.
- Identify, manage and develop talent to ensure the right skills are available to the organisation to achieve strategic outcomes.
- Align team goals with broader strategic priorities and work proactively to achieve outcomes through connections with other teams and leaders.
- Identify patterns trends and connections to streamline/improve work by listening to external trends, societal impact and government agendas.
- Clarify and share a vision of the teams objectives to foster a shared understanding and purpose.
- Set clear performance expectations for the team, adjusting priorities when necessary with positivity and resilience.
- Strategically balance resourcing and timelines to deliver maximum value.
- Drive a customer centric approach to work using a climate of continuous improvement and solution focused thinking.
- Lead by example through a genuine passion for customer service and embodiment of the spirit of public service in all actions and decisions.

Design Review

- In consultation with the Government Architect and Director Design and Built Environment, contribute to the development of State design review policies, and manage the development and review of procedures and processes, and coordinate the provision of support and advice for design review policy and processes in local government.
- Manage the planning and coordination of the WA State Design Review Panel (SDRP) and ensure effective

support is provided to enable the SDRP to fulfil its function, including supporting the Government Architect as Chair of the SDRP.

- Evaluate the suitability/eligibility of projects for review by the SDRP and make recommendations to the Government Architect and Chairman of the (WAPC)
- Lead and manage the delivery of administrative and technical services to the SDRP including the preparation of technical briefing material for members and finalisation of panel reports/advice following meetings for the approval of the Government Architect.
- Manage the selection, and appointment processes for SDRP members including the preparation of reports and recommendations for appointment to the Director General and Minister for Planning and, manage induction and training processes for SDRP members.
- Provide leadership and influence across agencies and tiers of Government and advocate for the development and delivery of collaborative design review processes.
- Lead the engagement and maintain relationships with senior and professional stakeholders including SDRP members, project proponents, design specialists, other government agencies and local government.
- Provide support and advice to stakeholders in relation to the State design review process as well as other forms of design review (including desktop reviews).
- Provide initial design review feedback on design proposals to proponents to enable them to prepare for design review.
- Develop advocacy, training and best practice guidance on design review processes and governance to support good design and lessons learned across all tiers of government.
- Assist in responses to enquiries from the public and media relating to design review processes.
- Coordinate the preparation and collection of statistical information and other data relating to design review activities for reporting requirements.
- Other duties as required.

Core behaviours

- Champion, monitor and reinforce ethical practices and support a culture of integrity ensuring agency standards are met. Promote a culture in which people feel able to report breaches of rules, policies, standards and guidelines, and promptly act on any reports
- Promote successful outcomes of collaboration and foster a culture of information sharing, communication and learning across the organisation and whole of government. Seek out opportunities to collaborate with stakeholders to develop organisational, inter-agency and whole of government solutions.
- Develop and foster a highly responsive customer service culture, and create an environment that enables customer service excellence.

Work Related Requirements

- Master of Architecture and/or eligible for registration as an Architect with the Architects Board of Western Australia is essential.
- Substantial experience in architectural practice and the development industry and a strong understanding of the design review process, policy and practice.
- Strong team leadership experience and skills, leading and managing a team and resources and providing direction and support to deliver timely and high quality outputs.
- Excellent verbal and written communication skills including proven skills in writing complex briefs and design review reports for diverse audiences and developing policies, and in diplomatically handling disagreements with stakeholders.
- Excellent problem-solving skills with demonstrated ability to recognise actual and potential barriers and find effective ways to deal with them.
- Strong relationship management skills with people at all levels and proven ability to work collaboratively, forge useful partnerships and build trust through consistent actions, values and communication.
- Having a strong understanding of planning and development processes and/ or procurement is desirable.

Special Requirements

- A Criminal History Check will be completed prior to appointment
- A pre-employment Conflict of Interest will need to be completed and assessed prior to appointment.

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.