

## POSITION DESCRIPTION

<b>Title:</b>	Regional Director	<b>Position numbers:</b>	00026379; 00026380; 00026381; 00026383; 00026387	<b>Classification:</b>	Level 8
<b>Direct reports:</b>	Various	<b>Reporting Manager:</b>	Executive Director		
<b>Directorate:</b>	Various	<b>Division:</b>	Heritage & Property Services	<b>Location:</b>	Various

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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 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

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### Position Summary – Role Purpose

As a Regional Director within the Heritage and Property Services Division, you will lead your teams to enable sustainable development and growth, ensuring communities can thrive by promoting and developing places where people want to live, work and recreate. We do this while respecting our past, respecting the balance of historic and cultural heritage and the natural environment, and learning from our stories.

This role is responsible for the strategic leadership in a regional location of an operational directorate, ensuring effective delivery of services and negotiated solutions for clients, stakeholders and government, in line with departmental and governmental objectives.

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### Role Responsibilities

- Inspires a sense of purpose and direction; focuses strategically; harnesses information and opportunities; uses sound judgement, intelligence and common sense.
  - Builds organisational skill and responsiveness; marshals professional expertise; steers and implements change and deals with uncertainty; delivers results.
  - Nurtures internal and external relationships; facilitates cooperation and partnerships; values individual differences and diversity; guides, coaches and develops people.
  - Communicates clearly; listens, understands and adapts to audience; negotiates persuasively.
  - Demonstrates public service professionalism and probity; engages with risk and shows personal courage; commits to action, displays resilience; demonstrates self-awareness and a commitment to personal development.
  - Effectively leads, manages and develops the directorate of responsibility, ensuring a holistic and customer-centric approach to service delivery and continuous improvement.
  - Coordinates and oversees the provision of timely, accurate and relevant advice to Ministers, the Director General, Assistant Director General, departmental boards and committees and other senior stakeholders within government and across industry on current and emerging issues related to strategic directorate and departmental priorities and responsibilities.
  - Undertakes or is actively involved in the development, evaluation and /or implementation of economic or financial management policies in respect to relevant strategic directorate and departmental priorities.
  - Undertakes complex negotiations and collaborations on strategic issues with senior representatives from government agencies, peak industry bodies and other organisations to achieve optimum outcomes.
  - Establishes, develops and maintains effective working relationships with a diverse range of internal and external stakeholders, influencing effectively and operating collaboratively to resolve concerns whilst achieving beneficial strategic and operational outcomes.
  - Maintains awareness of relevant trends and issues in matters pertaining to the Department's responsibilities.
  - Other duties as required.
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## **Core Behaviours**

- Champions, monitors and reinforces ethical practices, actively supporting a culture of integrity; ensures agency standards and systems are current and regularly evaluated/updated.
  - Promotes a culture in which people feel able to report breaches of rules, policies, standards and guidelines, promptly acting on any reports.
  - Creates and leads a culture where all staff recognise and value diversity of people, experience and backgrounds, using diversity to foster innovation, drive change and maximise business outcomes.
  - Develops and promotes integrated workplace diversity principles, policies and practices across the organisation, championing the benefits of diversity.
  - Promotes successful outcomes of collaboration, fosters a culture of information sharing, communication and learning across the organisation and whole of government.
  - Seeks out and facilitates opportunities to collaborate with stakeholders to proactively solve problems and develop effective organisational, interagency and whole of government solutions.
  - Develops and fosters a highly responsive customer service culture, creating an environment which enables customer service excellence, balanced with the efficient allocation of resources.
  - Promotes and models the value of self-improvement, showing commitment and willingness to modify one's own behaviours based on feedback.
  - Creates a climate which fosters curiosity, encouraging, supporting and embracing new ideas, initiatives and ways of working; supports staff in translating these into practice.
  - Engages with the department's digital strategy, embracing digital transformation by enabling, supporting and facilitating innovation through the use of technology; forecasts and manages disruption to achieve better outcomes.
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## **Work Related Requirements**

- Extensive experience leading and managing in a multidisciplinary environment, managing multiple functions.
  - Significant, in-depth knowledge of current and emerging trends in Aboriginal cultural heritage and related business environments.
  - Ability to collaboratively and strategically develop and promote an overall vision for the Heritage and Property Services division in line with stakeholder and broader community values, and government priorities.
  - Extensive experience or qualification in a relevant field including (but not limited to) Aboriginal cultural heritage, heritage conservation and management, environmental science, project management, public policy
  - Strong understanding of business, financial and human resource management within a public sector context.
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## **Special Requirements**

- A Criminal History Check (National Police Clearance) to be completed prior to appointment.
  - A Pre-Employment Conflict of Interest (COI) declaration and Declaration of Outside Interests (DOI) to be made and approved prior to appointment.
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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.**