



# Position Description

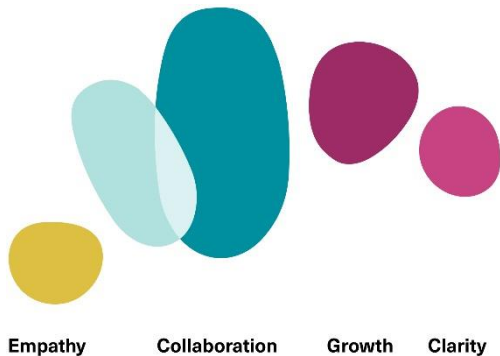
Position Title:	Assistant Director Statutory Planning Services	Classification Level:	8
Position Number:	00032275	Reports to:	General Manager, Statutory Planning and Asset Policy
Directorate:	Advisory Services	Supervises:	3 FTE
Branch/Section:	Statutory Planning Services	Location:	Perth Metropolitan Area

## Our Vision

We serve Western Australia to deliver what is needed today to achieve a better tomorrow

## Our Purpose

To lead and deliver services on behalf of the Government and for the benefit of the community



## Our Values

Our values define who we are, how we communicate, interact, develop and work together. Our values underpin everything we do.

Our values are **Clarity, Empathy, Collaboration** and **Growth**.

As a central government agency with a State-wide presence, Finance leads and delivers services to the Government, public sector agencies and the community, and places customers at the centre of its focus.

Services include strategic policy advice, building and managing major community infrastructure and government office accommodation, leading, and supporting government procurement, collection of revenue and administration of grants and subsidies, and delivery of corporate services.

## Role summary

Responsible for the strategic direction of the Statutory Planning team on statutory approvals and land assembly. Oversees the development approval process in accordance with the Finance delegation,

reviews asset policy implications for the delivery of public works projects, formulates guidance on project direction and land assembly as part of the Strategic Asset Management Framework (SAMF).

### **Your responsibilities**

The successful applicant will be expected to:

#### **Best Place to Work**

- Provide leadership to the Statutory Planning Services team by modelling Finance's values in all interactions to foster an innovative, customer focused, high performing and values-led organisational culture.
- Inspire excellence in Statutory Planning Services team by aligning the team with departmental objectives, capability requirements and customer needs; fostering diversity, flexibility and opportunity; and promoting health and wellbeing.
- Create a safe environment that enables members to flourish, where expectations are clear, where team is open to giving and receiving feedback with an aim to deliver fit-for purpose services aligned with Finance objectives.
- Ensure resources are used efficiently and effectively. This includes understanding team and individual's strengths, recognising achievements and challenging individuals to grow and develop.
- Lead and drive accountability in the team.
- Provide leadership which includes providing ongoing coaching, positive reinforcement and constructive feedback, capability building and management.
- Provide Corporate Executive team with briefings and advice to influence and guide contemporary Statutory Planning Services strategy and implementation.
- Represent Finance on boards and committees.

#### **Customer Centric**

- Work proactively with customers to lead the delivery of relevant, contemporary and professional services and governance.
- Work collaboratively to achieve common goals and best practice, and lead continuous business improvement and innovation.
- Ensure meaningful and appropriate communication with all customers and stakeholders.
- Develop and implement practices that deliver customer centric services required in an ever-changing environment.
- Proactively develop contemporary strategies and policies by identifying and implementing contemporary solutions to real-world Statutory Planning Services situations.
- Proactively guide, influence and manage customer/stakeholder expectations to ensure that deliverables are high-quality, fit-for-purpose and aligned with Finance objectives.

#### **Outcomes Focused**

- Provide strategic direction within Finance and to client agencies on the development application process in accordance with Western Australian Planning Commission delegations to Finance and statutory planning for government projects.
- Provide strategic direction within Finance and to client agencies on the development and implementation of a centralised land assembly framework for government as part of the SAMF; and opportunities for the planning system to identify, secure and manage land for public works projects in tandem with the SAMF.

- Provide strategic direction within Finance and to client agencies on the rationalisation of Minister for Works' properties throughout WA.
- Lead the development and implementation of policy within Finance and client agencies on matters relating to strategic and statutory planning; land assembly as part of the SAMF; and statutory approvals, tenure and property acquisition for government projects.
- Lead the development of strategies for key high-profile projects.
- Provide project direction (primarily planning related) to deliver Government endorsed outcomes.
- Provide strategic direction and leadership in the delivery of outcomes and performance objectives of the Statutory Planning unit.
- Establish and maintain effective relationships with the Western Australian Planning Commission, local government and client agencies on strategic policy matters and program implementation.
- Monitor and ensure compliance with government, agency and public sector standards.
- Identify problems and opportunities to work with other government agencies to develop and implement policy alternatives to improve planning and land assembly impacts on project delivery
- Build networks and consult at a senior level within government and the private sector on land related matters impacting on the delivery of government projects.
- Promote the role and business of Finance in the delivery of capital projects.
- Perform other duties as directed.

### **What you need to bring to this role**

To be read in the context of the preceding sections of this document. A clear demonstration of how you align with the Department's values is a prerequisite for appointments.

### **Essential**

#### **Shape and Manage Strategy**

You will have extensive conceptual, analytical and strategic problem solving skills with the ability to lead the development and management of Statutory Planning strategies.

You will have demonstrated extensive experience in land planning environment.

#### **Achieve Results**

You will establish clear plans and timeframes; build teams with capability to deliver results; and monitor progress to identify risks which may impact on outcomes or individual client/ business requirements.

You will have demonstrated strategic leadership skills to inspire and influence; leverage expertise and resources to achieve quality outcomes.

#### **Build Productive Relationships**

You will have demonstrated leadership ability to work collaboratively, harness the contribution of others by encouraging and motivating people.

You will have demonstrated ability to build effective relationships by anticipating and being responsive to client needs; and foster a positive team and organisational environment.

#### **Exemplify Personal Integrity and Awareness**

You will have a high-level of self-awareness, probity and resilience; and dedication towards upholding the departmental values in leading the delivery of quality outcomes.

## **Communicate and Influence Effectively**

You will have demonstrated ability to influence effectively and lead the delivery of a customer-centric service.

You will seek to understand your audience; ensure a strong grasp of issues and clear facilitation of debate when undertaking negotiations. You will have demonstrated high-level written and verbal communications that are clear and appropriate.

### **Desirable**

Experience within the land planning industry.

Sound knowledge of government procurement standards and practices.

A degree relevant to urban and regional development, or equivalent discipline related to the duties of the position.

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## **Pre-employment requirements**

Australian Permanent Residency status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

### **Appointment is subject to:**

- 100 point identification check; and
- Criminal Records Screening clearance

### **Special equipment/requirements**

Nil

### **Certification**

Verified by: Dianne Terte, HR Officer, October 2022

Classification Evaluation Date: 2017