



# Executive Manager (Strategic Planning)

## POSITION DESCRIPTION FORM

**Region / Portfolio:**

Assets and Governance

**Position Description Number:**

211000

**Directorate / Command / District / Division:**

Asset Management

**Level:**

Level 7

**Work Unit:**

Asset Planning

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**Employment Conditions**

Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Perth

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**Position Objective**

Manages, leads and coordinates the Strategic Asset Planning cycle for land, infrastructure and accommodation, including the preparation of capital works submissions, the capital works budget process and the implementation of the capital investment plan to ensure compliance with the agency's processes and government Strategic Asset Management Framework.

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**Role of Work Unit**

Asset Planning develops, plans and provides budget indications for existing and future asset programs to meet the agency requirements, including land, accommodation and infrastructure acquisitions and disposal, equipment and fleet requirements to maintain contemporary and safe police service delivery throughout the State. The Strategic Planning team is responsible for providing strategic asset planning, a building upgrades program, land acquisition and, asset disposals for the Western Australia Police Force.

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**Reporting Relationships**

This position reports to:

- Assistant Director, Level 8

Direct reports to this position include:

- Strategic Planning Standards Officer, Level 6
- Planning Officer, Level 4

Total number of positions under control: Nil or number

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## Key Accountabilities

### 1 Strategic Planning (75%)

- 1.1 Leads the Strategic Planning activities by managing and coordinating the annual Strategic Asset Planning cycle for accommodation infrastructure, including the development and administration of inputs to the Agency Capital Investment Plan, the Strategic Accommodation Plan, the Strategic Maintenance Plan and the Asset Disposal Program.
- 1.2 Develops and maintains a strategic accommodation vision, including land acquisitions, to address current and future accommodation requirements.
- 1.3 Leads and coordinates projects, providing advice, and making decisions relating to strategic accommodation plans, delivers effective outcomes, negotiates and makes decisions relating to matters affecting the management of Strategic Accommodation Plan projects.
- 1.4 Coordinates the development of comprehensive business cases that link investment options to measurable, service delivery benefits and the corporate investment priorities as ranked in the Capital Investment Plan.
- 1.5 Manages and develops the Strategic Accommodation Plan that encompasses the capital investment, asset leasing and facilities management programs and the articulation of the strategic links between programs and their respective implementation strategies.
- 1.6 Manages the implementation of policies and strategies to ensure that the accommodation planning programs are consistent with the strategic business priorities of WA Police Force and policy goals of government.
- 1.7 Provides expert consultation and advice on the Strategic Asset Planning cycle and the WA Police Force planning processes, targets and performance within the context of Government's Strategic Asset Management Framework.
- 1.8 Leads and coordinates the allocation of managed planning resources to ensure project delivery within agreed time and funding limits; provides advice, negotiates and makes decisions relating to corporate priorities and the Strategic Asset Planning cycle.
- 1.9 Develops and maintains effective working relationships with portfolio managers regarding their business models and the short, medium and long-term accommodation asset implications.
- 1.10 Develops and maintains strong business relationships with key external stakeholders such as State Public Sector agencies, Department of Treasury, Department of Planning, Lands and Heritage, Infrastructure Western Australia, Department of Finance and Department of Justice, as well as Local Government Authorities regarding their planning requirements.

### 2 Operational Management (20%)

- 2.1 Coordinates land acquisition and maintains the land register for WA Police Force.
- 2.2 Manages the end-of-lifecycle disposal of land and infrastructure assets.
- 2.3 Provides high-level input to the agency's external financial reporting obligations, the Asset Register, site reporting, Asset Management policies and procedures.
- 2.4 Provides reports and recommendations to the Director and identifies/refers matters of corporate significance for consideration and/or determination.
- 2.5 Undertakes and oversees accommodation planning to support organisational restructures.

### 3 Other (5%)

- 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 3.3 Undertakes other duties as directed.

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## Work Related Requirements

### Essential

Experience in strategic asset management planning.

Contemporary knowledge and experience in land acquisitions, building disposals, and building renewal planning and assets management.

Project management and leadership skills, including financial management.

Communication (written and verbal), interpersonal and negotiation skills.

Analytical and conceptual ability.

Ability to interpret and apply policy, practices and procedures.

### Desirable

Possessions of, or progressions towards, a relevant tertiary qualification related to strategic planning or asset management

### Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

### Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Leading Leaders**.

### Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Organisational Design Officer Organisational Design and Analysis	Julie Norrish	14/05/2025
Director Asset Management	Ash Boddy	13/05/2025