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|-------------------------|---|-------------------------------------|--|
| <b>Position Title:</b>  | Principal Consultant<br>Registration Services | <b>Classification Level:</b>        | Level 7                                |
| <b>Position Number:</b> | Generic 67                                    | <b>Location:</b>                    | Midland                                |
| <b>Reports To:</b>      | Director Land Titles<br>Regulation, Level 8   | <b>Positions Under<br/>Control:</b> | 0-5                                    |
| <b>Branch/Section:</b>  | Land Titles Regulation                        | <b>Job Families/<br/>Function:</b>  | Legal & Governance                     |
| <b>Business Unit:</b>   | Registration Services                         | <b>Leadership Context:</b>          | Leading Leaders –<br>Knowledge Leaders |

## Business Area Overview

The Registration and Customer Service team focus on delivering quality and timely information to our stakeholders and customers, while registering and securing all land transactions in Western Australia in the State's Land Title Register for all private and state-owned land. We focus on delivering customer service across multiple channels and sites, to those who seek to do business with Landgate; while assisting the Registrar and Commissioner of Titles to maintain the integrity of the Land Titles Register and meet the needs of our community, government and industry customers, at a local, State and National level.

## Role Summary

This position is responsible for providing specialist advice to the Commissioner of Titles, Registrar of Titles, management and stakeholders with respect to spatial positioning, plan creation, plan lodgement, plan audit, title creation and registration of interests in a paper and digital process environment. The role pro-actively works with external and internal stakeholders to identify and implement innovative opportunities for improvement in alignment with the Registration Services assurance framework and wider Landgate digital services strategy. The role provides expert technical advice and support to Registration Services management and teams and more widely across Landgate as required. The principal consultant mentors the development of staff in technical roles.

## Responsibilities

- Maintains a specialist level of skill and knowledge in registration of interests practice for documents and plans, pertaining to Crown, freehold and/or strata land.
- Provides high level information and advice to internal and external stakeholders on complex spatial, examination and document registration matters.
- Researches and makes decisions in relation to the:
  - progression and finalisation of complex dealings on Crown and/or freehold land,
  - lodgement and approval of complex Crown, freehold and/or strata plans,
  - practices and policies concerning spatial positioning in WA.
- Reviews and considers legal submissions, and provides detailed information, advice and recommendations to the Commissioner of Titles, Registrar of Titles or In-house Counsel on legislation and regulation changes.
- Provides advice to the Registrar of Titles, Commissioner of Titles and Management on legislation and regulations, policy and procedural changes as required.
- Leads innovation and actively works with industry partners and internal teams to research and implement improvement initiatives and projects
- Participates in internal and external committees and working groups at state and national level and acts as a representative for the Registrar of Titles as required.
- Provides leadership that encourages continuous learning and mentors the development of staff in technical roles.

- Actively participates in, and contributes to, the development, management and achievement of relevant legislation, corporate policies, standards and procedures.
- Leads technical projects as required.
- Undertakes regular industry engagement and outreach to increase industry knowledge of and adherence to legislation, regulations, policy and process.
- Manages resource allocation and considers future changes that impact operational functionality, processes and workflows.
- Adheres to Work Health and Safety (WHS) policies and procedures that ensures the safety of staff and customers.
- Acts with integrity at all times, demonstrates behaviours aligned with Landgate's code of ethics and works within relevant policies and procedures, contributing to the accountabilities of the team.
- Performs other duties as directed.

## Essential Role Requirements

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### Expected Behaviours

Landgate has adopted the Public Sector [Leadership Expectations framework](#), and this role sits in the **Leading Leaders** context. Leadership in this context is about getting results through leaders and their teams in a single business area, and by influencing leaders in other business areas.

- **Lead collectively** – You identify key stakeholders and build relationships and networks, leveraging these to meet the agency's objectives.
- **Think through complexity** – You use logical analysis to think through complexity and differentiate essential and non-essential information.
- **Dynamically sense the environment** – You understand the societal, political and economic changes that may affect your ability to deliver results.
- **Deliver on high leverage areas** – You are open minded, explore innovative approaches and strive to develop a culture of continuous improvement.
- **Build capability** – You embed team effectiveness practices and recognise the importance of regular review.
- **Embody the spirit of the public service** – You instil a culture of compliance with legislative and corporate requirements, encouraging vigilance from your leaders and teams.
- **Lead adaptively** – You take ownership of change initiatives in your area, removing obstacles to change and working to achieve buy in.

### Experience/Qualifications

- Extensive experience and detailed knowledge of the land development and/or land registration systems in Western Australia, as well as relevant legislation, policies and procedures.
- Excellent communication skills including the ability to foster strong business partnerships, meet customer expectations and resolve stakeholder conflicts at all levels.
- Exceptional leadership skills with the ability to mentor others to develop and optimise their work performance within a technical based environment.
- Significant experience in achieving quality outcomes at a strategic level; Ability to establish clear plans and timeframes for activities, and problem solve independently to achieve results. High attention to detail and methodical approach is essential.
- Proactively take initiative and think strategically to develop innovative strategies that will solve complex problems and improve business processes.

## Desirable Role Requirements

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- Possession of, or progress toward, a tertiary qualification in a relevant land related discipline.

## Appointment Conditions

- National Police Clearance

## Reporting Relationships

|   |   |
|---|---|
| Reports to:   | Other positions reporting to this position: |
| Director Land Titles Regulation, Level 8            |   |
|   |   |
|   |   |
| This position:                                      |   |
| Principal Consultant Registration Services, Level 7 |   |
|   | Direct reports:                             |
|   | Lead Consultant, Level 6 (0-5)              |

## Certification

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

| Position Title and Business Unit | Name           | Date           |
|----------------------------------|----------------|----------------|
| P&C Advisor, Corporate Services  | Noelene Udinga | 28 July 2025   |
| Director Land Titles Regulation  | Joanne Dorian  | 12 August 2025 |

**Effective Date:** 14 August 2025