



Position Description

Position Title:	Principal Building Quality Officer	Classification Level:	7
Position Number:	33738	Reports to:	Assistant Director Building Quality L8
Directorate:	Buildings and Contracts	Supervises:	3 FTE
Branch/Section:	Building Technical Services	Location:	Perth Metropolitan Area

Role Summary

Provides technical leadership to in-house teams, private sector professionals and external client agencies on design, building quality, standards, tender documentation and evaluation of Government's non-residential building projects.

Assists project teams to plan, deliver and maintain appropriate quality non-residential Government buildings through the provision of technical advice, building design and documentation reviews, technical guidelines and briefs, and post occupancy evaluations.

Responsibilities

- Provide technical building quality advice to support high standards of sustainable, durable and low maintenance public buildings.
- Undertake technical building assessments through design and documentation reviews and post occupancy evaluations.
- Manage the tracking, allocation and reporting of the design and documentation review process.
- Develop technical guidelines, policies, and briefs to support the delivery of quality, standards compliant and sustainable buildings.
- Coordinate and participate in consultant, contractor and supplier evaluation and selection processes.
- Supports the Assistant Director in preparing responses to parliamentary questions and ministerial correspondence including briefing notes, ministerials, and cabinet submissions.
- Leads discrete research initiatives and business improvement projects to improve the quality of the built environment across the Western Australian public sector and contribute to whole of government discussions on planning and design matters.
- Contribute to the development of Divisional strategies and standards.
- Represent the Department in a range of external forums, particularly in relation to construction and design.
- Facilitates education and awareness relating to compliance with Government, agency and public sector standards and processes.
- Demonstrates the expected leadership behaviours and mindsets in the context of Leading Others.
- Perform other duties as required.

Essential Requirements

- Substantial professional experience in architecture and architectural design, building delivery, and building quality assessment and advice.



- High-level conceptual and analytical abilities specific to the review and assessment of building quality and design.
- High-level written and verbal communication skills that are clear and appropriate, with the ability to negotiate and influence effectively.

Desirable Requirements

- Post-graduate/Masters' qualification at AQL 9 and/or professional registration in architecture.
- Sound knowledge of government building standards, practices and procurement.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the **Leading Others** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Pre-employment requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: Lynda Oversby, Human Resources Consultant

Classification Evaluation Date: July 2025