**Job Description Form**

**Director Remote Aboriginal Housing**

**Position Details**

**Position Number:** 012030

**Classification:** Level 9

**Award/Agreement:** Public Sector Award and Agreement

**Organisational Unit:** Housing Policy and Development / Portfolio & Asset Services/ Remote Aboriginal Housing

**Location:** Perth Metropolitan Area

**Classification Date:** October 2021

**Effective Date:** September 2025

**Reporting Relationships**

**This position reports to:**

Executive Director Portfolio & Asset Services, 014214, Class 1

**Positions under Direct Supervision:**

This position has the following subordinates:

* Manager, Aboriginal Planning & Programs, 017179, Level 8
* Manager, Portfolios & Policy, 012960, Level 8
* Manager, 010282, Level 8
* Program Manager, Remote Communities Fund, 020049, Level 8

**About the Housing Policy and Development Division**

The Housing Policy and Development Division, as part of the Department of Housing and Works, is responsible for leading the policy, planning and delivery of land, housing and built-form construction activities of the agency. The Division also leads the key portfolios of Remote Communities and Government worker housing. It’s about more than building houses – it’s about creating vibrant and inclusive communities that meet the needs of all types of people and contribute to individual and community wellbeing.

Housing Policy and Development objectives are:

* delivering and maintaining dwellings and assets required to enable the Department of Housing and Works to deliver services to those with housing related needs and support the Western Australian housing market;
* delivering *All Paths Lead to Home* Strategy;
* delivering aboriginal housing and remote communities’ assets and services;
* leading WA Government housing policy and planning for social and affordable housing; and
* creating and supporting diverse and inclusive communities.

**Role Statement**

The Director of Remote Aboriginal Housing will lead the Remote Aboriginal Housing Branch, a dedicated, multi-disciplinary and visionary team to ensure the delivery of housing and municipal programs and services to remote communities in Western Australia.

This role is responsible for overseeing the Department’s housing programs including working in partnership with remote Communities to deliver new builds and refurbishments.

The position works across the Department of Housing and Works, government and external stakeholders to ensure quality housing and housing service outcomes. The position provides strategic advice on housing and municipal programs and services investment in remote communities to ensure progress against Closing the Gap targets.

**All Our People Are Leaders**

We consider all our people are leaders and aim to build the impact of their leadership in our important work. As such we expect all our people to adopt the expected behaviours and associated mindsets outlined in [Building Leadership Impact](https://www.wa.gov.au/organisation/public-sector-commission/building-leadership-impact) and described fully in [Leadership Expectations](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations).

The leadership context of this position is [Multiple Area Leader](https://www.wa.gov.au/government/document-collections/multiple-area-leader) and there are opportunities for professional development and growth.

**Position Duties and Responsibilities**

**1. Strategic Management**

1.1 Supports the Executive Director Portfolio & Asset Services through the strategic leadership and management of remote communities services and reforms.

1.2 Advises and liaises with Regional Executive Directors and Regional Directors on a range of remote communities services, reforms and relevant policy.

1.3 Leads the development and management of a range of major remote communities initiatives, including the delivery of community engagement activities and an integrated and strategic approach to remote delivery of infrastructure and essential services.

1.4 Leads the development and coordination of support and advice to various Ministers, members of Parliament, Director General and external bodies.

1.5 Partners and negotiates with external stakeholders, including Horizon Power and the Water Corporation to achieve significant outcomes in the transfer of remote essential service responsibilities.

1.6 Leads, chairs and participates, as appropriate, in community consultation across the key elements of the remote communities.

1.7 Represent the Department in consultations and negotiations with other agencies, industry bodies and communities

**2. Management and Leadership**

2.1 Provides leadership and direction to facilitate the development, acceptance and implementation of initiatives and strategies relating to remote communities.

2.2 Manages the development and implementation of relationships with key internal and external stakeholders to ensure optimum delivery and implementation of reform.

2.3 Leads and manages the development of governance, monitoring and reporting programs to deliver accountability and transparency for remote community services.

2.4 Assists the Executive Director Portfolio & Asset Services, Deputy Director General Housing Policy and Development and Department of Housing and Works Leadership Team to direct and manage the setting of business directions and business planning activities for remote community services, in keeping with statutory requirements and community expectations.

2.5 Leads and manages the activities, resources and support of remote communities teams to ensure delivery of large scale projects to ensure they meet performance indicators and strategic outcomes.

2.6 Leads the development and ensures effective information and control systems, appropriate standards of financial management and reporting is undertaken, including performance and service delivery agreements.

2.7 Creates and demonstrates a commitment to involving team members in decision making and empowers, motivates and develops the diverse talents of the workforce.

**Corporate Responsibilities**

1. Exhibits accountability, professional integrity and respect consistent with the Department’s Values, the Code of Conduct, and the public sector Code of Ethics.

2. Actively participates in the Department’s performance development process and pursues professional development opportunities.

3 Participates in emergency or critical event response management duties as required.

4. Undertakes other duties as required.

**Work Health and Safety Responsibilities**

**All Employees (and Volunteers / Trainees / Contractors)**

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

**Supervisors (if applicable)**

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

**CLT Members and Senior Executive Management**

1. In addition to the Employees and Supervisors WHS responsibilities, exercise due diligence in your Officer role to ensure Department, as the ‘Person Conducting a Business or Undertaking’ (PCBU) set out in Section 5 of the *Work Health and Safety Act 2020*, complies with its health and safety obligations.

**Essential Work-Related Requirements (Selection Criteria)**

The selection process includes assessing applications against the position duties and responsibilities alongside an ability to demonstrate and apply the expected behaviours listed below.

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| **Role Specific Requirements**  | 1. Demonstrated ability to lead the development and execute the outcomes of strategic plans and/or large scale projects, especially in a housing and investment context.
2. Proven ability to lead the development and implementation of strategic direction and policy.
3. Able to anticipate and respond to opportunities with the ability to foresee and mitigate risks.
4. Ability to develop major organisational change or reform and provide high level oversight of the implementation of outcomes.
5. Experience in mobilising and directing people, physical and financial resources to strategic priorities across regional and remote areas.
6. Ability to build and sustain relationships with a diverse range of internal and external stakeholders to enable mutually beneficial outcomes across sectors and communities.
7. Demonstrated experience in engaging with and influencing stakeholders across regional and remote communities; including the ability to engage effectively with Aboriginal communities.
8. Ability to articulate strategic objectives clearly and negotiate desired outcomes.
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| **Lead collectively** | You anticipate the future needs of the stakeholders and communities you serve. You shape and define the role of your business areas to align with and contribute to achieving the strategy of the agency  |
| **Think through complexity**  | You identify, evaluate and review operational risks related to your business areas, and provide guidance to the executive on risk mitigation |
| **Dynamically sense the environment** | You use your expertise to shape and influence the agency’s response to the needs of your stakeholders. |
| **Deliver on high leverage areas** | You forecast the most critical activities for the current and future success of your business areas. You incorporate current and future priorities into your strategy. |
| **Build capability**  | You act as coach and mentor for your senior leaders, encouraging them to actively manage and drive their own development and that of their direct reports and teams |
| **Embody the spirit of public service**  | You identify potential areas of reputational risk and areas of non-compliance in your areas of influence and take steps to improve plans, policies and procedures |
| **Lead adaptively** | You embrace and promote both formal and informal feedback, coaching and mentoring as part of your team culture |

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.

2. Ability to travel to regional or remote locations, including by light aircraft.