



POSITION DESCRIPTION

Position Title:	Housing Action Plan Project Officer
Position Number:	11162
Directorate:	Development Services
Reports to:	Manager City Growth
Department:	City Growth
Agreement:	<i>City of Karratha Industrial Agreement 2023</i>
Classification:	Level 7

1. POSITION OVERVIEW

The Housing Action Plan Project Officer is a member of a dedicated housing team within the City Growth team responsible for supporting the planning, development, maintenance, and implementation of the City's Housing Action Plan. The position focuses on the delivery of affordable housing through workstreams in progress which are ramping up during the contract period. The City's Housing Action Plan has identified a number of opportunities to expedite housing supply for which it has committed investment.

2. DUTIES & RESPONSIBILITIES

2.1. Housing

- **Project Management:** Effectively manages housing development projects, including scope definition, budget management, resource allocation, and timeline supervision.
- **Strategy Implementation:** Translates approved housing development strategies into actionable plans, ensuring alignment with organisational goals and objectives.
- **Strategic alignment:** Innovate, update and aligned the City's overall strategic objectives, particularly those related to increasing urban density, urban development, affordable housing, and community well-being.
- **Incentive Programs:** Encourage private developers to contribute to the City's housing objectives.
- **Mixed-Use Development:** Work with the Planning Team to develop strategies to encourage mixed-use and increased density developments that integrate residential, commercial, and recreational spaces within the same area.
- **Streamline approvals:** Work with the Planning Team to identify and prepare strategies to facilitate and accelerate planning and approval processes for mixed-used and increased density projects that align with the City's growth strategies.
- **Project manage housing initiatives** including carriage of ongoing projects to completion, coordination of procurement processes where applicable, and facilitating collaborative project working groups.
- **Collaboration with Planning Authorities:** Work with planning authorities to ensure that housing projects adhere to local planning policies and regulations
- **Understand Karratha's housing market,** challenges, opportunities, and Council priorities.
- **Establish and maintain effective communications and relationships** with community and stakeholders.
- **Represent the City at stakeholder and networking functions.**

2.2. Reporting

- Prepare reports to Council on housing matters.
- Prepare status reports to the Commonwealth Housing Support Program and maintain compliance requirements associated with the grant funding underlying this position.
- Maintain data and statistics that track and measure housing information.
- Undertake research and provide data and information as required.

2.3. Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- Comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1. Authority & Accountability

- Works under limited supervision of the Manager City Growth.
- Works in accordance with approved policies, procedures and guidelines.

3.2. Judgement & Problem Solving

- Ability to exercise judgement to problem solve using guidance found in established processes, procedures, precedents and guidelines.
- Ability to use initiative and proactively develop solutions autonomously.
- Ability to evaluate information and make recommendations.

3.3. Specialist Knowledge & Skills

- Outcome focus: Demonstrated project management experience, including working with multi-disciplinary project teams and diverse stakeholder groups.
- Demonstrated experience in the planning and implementation of priority, strategic initiatives according to project management principles.
- Demonstrated financial modelling and analysis expertise, strong ability to inform and facilitate data-derived due diligence, risk management, and investment decisions
- Demonstrated commercial and/or local government experience.
- Sound knowledge of policy formulation and implementation procedures.
- Knowledge of the current political landscape and understanding of local government's role in housing and economic development.
- Knowledge of current trends and opportunities in the housing sector.

- Ability to interpret business investment and housing development trends and issues and relate them to strategic plans.

3.4. Interpersonal Skills

- Highly developed verbal and written communication skills (including report writing and presentations) with a high level of attention to detail and accuracy.
- Demonstrated negotiation, networking and conflict resolution skills.
- The ability to lead collaborative working environments.
- Ability to build and maintain effective relationships with key stakeholders.

3.5. Qualifications & Experience

- Relevant tertiary qualification
- Previous experience in the planning and management of projects
- Demonstrated experience in financial modelling and investment due diligence
- Exposure to working with/in local government (desirable)
- National (or Federal) Police Certificate (no more than 6 months old)