

Information Pack

Residential Design Officer

Permanent, Part Time

Your application should be lodged online – [City of Rockingham Jobs List](#)

Applications must be received by **4pm, Thursday 10 September 2026**

In the interests of fairness and equity, late applications WILL NOT BE ACCEPTED

Selection criteria apply to this vacancy – refer to the advertisement

You will be required to provide your response to each criterion during the online application process. "Refer to Resume" is not accepted as a response; your application will be regarded as incomplete and will not proceed.

If you identify as a person with disability and require adjustments throughout the recruitment and selection process please contact the Recruitment Team via email at jobs@rockingham.wa.gov.au or phone 08 9528 0333. We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying.

Employment Conditions

All details below are based on a full-time position, and will be pro-rated for part-time employees

Location	Administration Buildings, Rockingham
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Gross Salary	\$102,707 per annum (pro rata for part time)
Tenure	Permanent, Part Time
Hours of Work	16 hours per week (Flexible working days can be accommodated)
Superannuation	12% with the option to co-contribute up to 5%
Annual Leave	Four weeks per annum (pro rata for part time)
Sick Leave	76 hours per annum, accrued on a monthly basis (pro rata for part time)
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in Western Australia
Probationary Period	Three months; may be extended to six months
Integrity assessments that form part of our recruitment process	If your application progresses beyond interview you will be required to: • Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so. • Obtain a National Police Check – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City. A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team and Director will assess each case on merit and give approval for the recruitment process to continue, or not. • Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City.

Position Description

Title:	Residential Design Officer
Tenure:	Permanent, Part Time (16 hours / week)
Division:	Planning and Development Services
Level:	6 Industrial Agreement General Classification

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'



Position Objectives

- Assess applications for Development Applications
 - Prepare written reports to approve or refuse proposed Development Applications
 - Provide specialist advice relating to the Development Applications
 - Undertake negotiation with applicants, ratepayers and other interested parties to ensure the consistent application of the Residential Design Code principles is achieved
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Organisational Relationships

Reporting to:	Coordinator Residential Design
Responsible for:	Nil
Membership of:	Building Services Team
Liaison with:	Managers, Coordinators, City of Rockingham teams, stakeholders and clients

Organisational Chart

Manager Health and Building Services
Coordinator Residential Design
Residential Design Officers

Key Responsibilities

Professional Responsibilities

- Assess applications for Development Applications
- Prepare written reports to approve or refuse proposed Development Applications
- Provide specialist advice relating to the Development Applications to internal and external customers
- Undertake site inspections as part of the Residential Design Code assessment process
- Ensure compliance with the provisions of the City's local laws
- Process reviews of decisions at the State Administrative Tribunal and attend Hearings when required
- Assist with the assessment of subdivision clearances

Customer Service

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation
- Undertake liaison and negotiation with applicants, ratepayers and other internal teams
- Liaise with Building Surveyors and other consultants when required

Corporate Compliance

- Maintain safe and compliant work practices in accordance with the City's Code of Conduct, Work Health and Safety (WHS) legislation, Risk Management, Contract Management, Project Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies, standards and procedures
- Identify and report on operational risk in accordance with the Risk Management Framework
- Demonstrate a commitment to WHS and the assessment/management of safety risk that is consistent with the WHS Roles and Responsibilities Framework

General

- Foster, advocate and implement the City's RESPECT Values Statements.
- Perform other duties as directed when appropriate to the scope and level of this position.
- Represent Council at meetings
- Understand the importance of safety in the workplace, equal opportunity, behaving appropriately and respecting colleagues

Requirements of the Job

Skills and Knowledge

Essential

- Highly developed written and verbal communication skills
- Highly developed negotiation skills and interpersonal skills
- Comprehensive knowledge of the Residential Design Codes
- Highly developed time management and organisational skills

Desirable

- Developed decision making and analytical skills
- Developed knowledge subdivision and development approval process
- Developing knowledge of the operation of a local government authority
- Developed knowledge of the planning approval process and town planning framework

Experience

Desirable

- Experience in the building or planning industries

Qualifications, Certifications and Licences

Essential

- A recognised qualification such as a Bachelors Degree, Graduate Certificate in Development Planning or equivalent
 - Current 'C' class driver's licence
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Scope of Position

- Works under the general direction of the Coordinator Residential Design.
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe.
- Exercises initiative and/or judgment within clearly established procedures or practices.

Delegated Authority

This position provides Delegated Authority from the Local Government and/or the Chief Executive Officer (CEO) of the City of Rockingham. This allows the person in this role to make decisions on behalf of the Local Government or CEO according to the delegation.

As this role comes with delegated authority, the person in this role will be a designated officer under the *Local Government Act 1995 (WA)*. As a designated officer, a Primary Return form will be required within three months of commencing in this position. This displays transparency and integrity in the decision making process.

Certification

Approved by	Manager Health and Building Services	Date reviewed	Aug 2026
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Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume (Required)

This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job.

You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies.

It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.

Selection Criteria (Required)

The selection criteria relevant to this role are specified in the advertisement and you must address these as part of your application.

If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.

Covering Letter (Required)

Please include a covering letter, summarising your application and emphasise your strengths and achievements that are relevant to the role.

Referees

Please provide names, work addresses and contact telephone numbers of two referees.

Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.

Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager.

Qualifications, Certificates, References, etc.

Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application.

If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification.

Some positions require you to have a current Working With Children Check; this will be stated in the **Requirements of the Job** section of the position description. You must pay for the Check, and the City will not reimburse costs.

If you have any queries

Please contact a member of the Human Resource Development Team.

jobs@rockingham.wa.gov.au or by calling 08 9528 0333.
