



Job Description Form

Team Leader - Accommodation

Position Number:	101905	Portfolio:	Strategy and Performance
Classification:	Level 5	Reports to:	AD Financial Operations and Administration, L8
Location:	Joondalup	Direct Reports:	5

Description

This position leads the delivery of accommodation services for Prime House and other Perth offices and fleet services for DWER, ensuring efficient management of facilities, fleet, and related resources. The role coordinates maintenance, upgrades, and insurance processes, manages budgets, and fosters a safe, inclusive workplace. Acting as the key point of contact for accommodation and fleet matters, the position ensures service continuity and supports organisational performance objectives.

Responsibilities

In context of above description, the role:

- Deliver high-quality accommodation and fleet services that support organisational performance and meet compliance requirements.
- Provide advice to internal stakeholders and senior management on optimal utilisation and maintenance of facilities and fleet assets, aligning with strategic asset plans and budget parameters.
- Lead the coordination of external agencies to deliver accommodation upgrades to leased properties.
- Maintain strong governance and compliance, ensuring adherence to government policies, procurement standards, and legislative obligations.
- Foster collaborative relationships with internal teams, contractors, and external agencies to achieve service outcomes.
- Manage financial performance for accommodation and fleet services, including forecasting, reporting, and cost control.
- Lead and develop the team, ensuring capability building and alignment with organisational values and service standards.
- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

Our people, our leaders, our values

At DWER, every employee is a leader. To support this, we have established clear [Leadership Expectations](#). For this role, you will be [Leading Others](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our [values](#). All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This



includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.



**We serve to
make a
difference**



**We build
trust**



We care



**Open
minds**



**Better
together**

Work related requirements

Read these requirements in context of the above contents.

Essential

1. You have demonstrated ability to coordinate and contribute to the delivery of accommodation and fleet management activities, supporting compliance with government policies and ensuring effective operational outcomes (deliver on high-leverage areas).
2. You have experience supporting budget planning, monitoring expenditure, and contributing to financial reporting, helping ensure resources are allocated effectively to meet business needs (think through complexity).
3. You have the ability to lead and support a small team, providing guidance, coordinating workloads, and fostering a collaborative, high-performing work environment (lead collectively).
4. You have well-developed interpersonal and communication skills, with the ability to build productive relationships, engage with stakeholders, and negotiate effectively to support service delivery outcomes (you lead collectively).
5. You have strong analytical and problem-solving skills, enabling you to identify issues, develop practical solutions, and contribute to service improvements in a changing operating environment (dynamically sense the environment).
6. You have sound knowledge of government procurement, financial management and legislative requirements, applying these frameworks to ensure compliant and ethical service delivery (embody the spirit of public service).

Desirable

7. Knowledge of TechnologyOne or similar financial management systems.
8. Familiarity with State Government Fleet and Facilities Policies.

Special requirements

- The department will conduct a national police check before offering employment.