

**DEPARTMENT OF SPORT AND RECREATION
JOB DESCRIPTION FORM**

2014/34/12

SECTION 1 - OFFICE IDENTIFICATION

SECTION 1 - OFFICE IDENTIFICATION		EFFECTIVE DATE OF DOCUMENT Revised July 2016
DEPARTMENT OF SPORT AND RECREATION		OFFICE No. 4CPB701P
DIVISION	INDUSTRY DEVELOPMENT AND PARTICIPAION	TITLE Senior Project Officer, Special Initiatives
BRANCH	COMMUNITY PARTICIPATION	
SECTION	SPECIAL INITIATIVES	
		CONDITIONS OF EMPLOYMENT Public Sector General Agreement 2008 and the Public Service Award 1992.

SECTION 2 - REPORTING RELATIONSHIPS

Title	Director Industry Development and Participation
Classification	Level C1

Responsible to

Title	Manager Community Participation
Classification	Level 8

Responsible to

THIS OFFICE

Other offices reporting directly to this office. Title & Classification: Inclusion Officer L5 Inclusion Officer L5 Inclusion Officer L5 Inclusion Officer L5

Offices under <u>direct</u> responsibility		
Title	Classification	Number of FTE's Supervised and controlled:
Planning and Assessing Officer	L4	Nil
Project Development Officer	L5	Nil
Project Leader KidSport	L6	Nil
Project Officer, Special Initiatives	L4	Nil
Project Officer, ClubTalk	L5	Nil

SECTION 3 - KEY RESPONSIBILITIES

State BRIEFLY the key responsibilities or prime functions of the job.

Provides high level strategic leadership to the development and implementation of major and/or special participation initiatives, facilitates key cross-agency partnerships, sources external project funding and promotes achievements.
--

SECTION 4 - STATEMENT OF DUTIES

EFFECTIVE DATE OF DOCUMENT
Revised July 2016

DEPARTMENT OF SPORT AND RECREATION		CLASSIFICATION	OFFICE No.	
Senior Project Officer, Special Initiatives		Level 7	4CPB701P	
BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE.				
Duty No.	Details	Freq	%	
	<p>LEADERSHIP</p> <p>Provides high level advice to the Director Industry Development and Participation, Director Strategic Policy, Planning and Regional Services (SP&RS), and Manager Community Participation on the progress and implementation of major participation initiatives.</p> <p>Oversees and coordinates project leaders and cross agency teams assigned to special initiatives and provides strategic advice, guidance and direction.</p>	D	35	
	<p>ENGAGEMENT AND PARTNERSHIPS</p> <p>Identifies and manages opportunities for internal and external linkages with major participation projects, particularly across Government.</p> <p>Facilitates the understanding, development and implementation of special initiatives through liaison with senior Government officers and non-government organisations and actively pursues external funding opportunities.</p> <p>Establishes, maintains and manages regular and high level working relationships with a range of internal and external stakeholders.</p> <p>Contributes to the development of policy, research and strategies relevant to existing and potential special initiatives.</p> <p>Represents the Department on committees and working parties relevant to the role.</p>	D	40	
	<p>PROJECT MANAGEMENT</p> <p>Conceives and develops implementation plans for special initiatives approved by DSR Corporate Executive, in collaboration with SP&RS.</p> <p>Develops governance, risk, performance, evaluation and implementation protocols and/or frameworks for initiatives.</p> <p>Drives, monitors and evaluates the performance of special initiatives.</p> <p>Engages and manages external specialist contractors, as necessary.</p> <p>Oversees development and implementation of project communications and advocacy plans, in collaboration with the Manager Communications, SP&RS.</p> <p>Prepares high level reports, funding submissions and briefings for Corporate Executive and Ministerial advice.</p>	D	20	
	<p>OTHER DUTIES AS REQUIRED</p> <p>Undertakes other duties as required.</p>	O	5	

FREQUENCY: D-Daily; W-Weekly; F-Fortnightly; M-Monthly; O-Occasionally or as required; A-Annually.

SECTION 5 - SELECTION CRITERIAEFFECTIVE DATE OF
DOCUMENT
Revised July 2016

DEPARTMENT OF SPORT AND RECREATION

CLASSIFICATION

OFFICE No.

Senior Project Officer, Special Initiatives

Level 7

4CPB701P

EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE

THE FOLLOWING REQUIREMENTS ARE TO BE READ IN THE CONTEXT OF THE ROLE OF THIS POSITION AND THE DEPARTMENT OF SPORT & RECREATION.**Essential**

1. Proven experience and demonstrated outcomes in managing major projects to meet agency objectives, including delivery of high quality project outcomes.
2. Highly developed verbal, written and interpersonal skills with the ability to resolve conflict; negotiate, build and sustain mutually beneficial relationships.
3. Highly developed organisational and problem solving skills including the ability to provide innovative solutions to complex problems.
4. Ability to provide effective leadership in an autonomous and team environment.
5. Demonstrated knowledge of relevant State Government policies and processes.

Desirable

6. Relevant tertiary qualification.
7. Extensive networks in the sport and recreation industry and relevant Government agencies.

SECTION 6 – APPOINTMENT FACTORS

EFFECTIVE DATE OF DOCUMENT
Revised July 2016

DEPARTMENT OF SPORT AND RECREATION Senior Project Officer, Special Initiatives	CLASSIFICATION Level 7	OFFICE No. 4CPB701P
LOCATION AND ACCOMMODATION State location of the position. If accommodation is available give details such as departmental/G.E.H.A., free/rental, etc.	LOCATION Leederville.	ACCOMMODATION
ALLOWANCES/SPECIAL CONDITIONS State Allowances and conditions applicable	A current National Criminal History Records check will be required prior to commencement of employment, as per DSR Employment Suitability Check Policy. Some out of hours work may be required.	
SPECIALISED EQUIPMENT OPERATED Specify type of equipment, make and model, operated.	<ul style="list-style-type: none"> ● C class Drivers Licence ● Competence in commonly used personal computing applications, particularly spreadsheet and word processing applications. 	

SECTION 7 - CERTIFICATION

- (i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE _____

SIGNATURE _____

DATE _____

DATE _____

- (ii) As occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME	SIGNATURE	DATE APPOINTED	DATE