

SECTION 4 - STATEMENT OF DUTIES

TITLE		CLASSIFICATION	EFFECTIVE DATE OF DOCUMENT	
Regional Officer,(including Aboriginal Services) Pilbara		Level 4	November 2013	
			OFFICE No. 5RPIL41P	
BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE.				
Duty No.	Details	Freq	%	
1.0	LEADERSHIP AND MANAGEMENT			
1.1	Assists with the development and coordination of regional, district and local partnerships with other Government departments, local government and community groups to ensure the development of optimum facilities, service planning and delivery in the Pilbara region, with a particular focus on Aboriginal populations.			
1.2	Assists with the management of the Pilbara office in an efficient and effective manner, including day-to-day operations and grant management responsibilities.			
1.3	Assists with the implementation of strategies for the Pilbara region that leads the promotion of the benefits of physical activity within the community, with a particular focus on Aboriginal populations			
1.4	Assists with the organisational development of sport and recreation bodies in particular in terms of effective governance, planning processes, people development, use of technology, sport development, etc.			
	PLANNING IMPLEMENTATION			
2.0	Assists in the investigation and reporting on sport and recreation planning and service delivery issues and liaises with appropriate Government agencies, local authorities, consultants, the private sector and community groups at a local level.			
2.1				
	Assists with the development and implementation of the annual regional plan for the Pilbara region.			
2.2	Fulfils the reporting requirements associated with the State Indigenous Sport Program.			
	CUSTOMER FOCUS			
2.3	Liaises at a regional, district and local level with Government agencies, local authorities, consultants, the private sector and community groups.			
3.0				
3.1	Networks with external stakeholders and other government departments at a regional, district and local level.			
3.2	Represents the Department at a regional, district and local level on appropriate internal, government and community group Boards and Committees.			
3.3				
	PROJECT WORK			
4.0	Undertakes project work related to indigenous sport and recreation planning and service delivery issues (within the Pilbara region and in some cases in partnership with other regions) as appropriate.			
4.1				
	OTHER DUTIES			
5.0	Other duties as directed			
5.1				

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

SECTION 5 - SELECTION CRITERIA

EFFECTIVE DATE OF
DOCUMENT
November 2013

TITLE
Regional Officer,(including Aboriginal Services) Pilbara

CLASSIFICATION
Level 4

OFFICE NO.
5RPIL41P

EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE

ESSENTIAL

1. Ability to communicate openly and effectively and build good working relationships.
2. Demonstrated outcomes of proven negotiation, facilitation and problem solving skills and experience.
3. Demonstrated outcomes of proven project management skills and experience.
4. Demonstrated ability to work with Aboriginal people and community groups.
5. Understanding of contemporary issues in sport and recreation facilities, planning and service delivery, in particular those affecting Aboriginal populations.
6. Demonstrated experience in relationship building and partnership creation at a community level with other state government agencies, local government or community groups in sport and recreation facilities and recreational planning and service delivery.

SECTION 6 - APPOINTMENT FACTORS

		EFFECTIVE DATE OF DOCUMENT November 2013
TITLE Regional Officer,(including Aboriginal Services) Pilbara	CLASSIFICATION Level 4	OFFICE No. 5RPIL41P
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 ACCOMMODATION	The occupant of this position is required to reside within the region and within 50kms of the Karratha Post Office. Initial appointment to Pilbara, however the occupant is subject to relocation after a period of 3 years N/A
ALLOWANCES/SPECIAL CONDITIONS State Allowances and conditions applicable	Some out of hours work may be required. Some travel away from home base may be required. As per DSR Employment Suitability Check Policy, you will need to provide a current National Police Certificate.	
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 word processing and spreadsheet 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