DEPARTMENT OF SPORT AND RECREATION

**JOB DESCRIPTION FORM**

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| SECTION 1 - OFFICE IDENTIFICATION | EFFECTIVE DATE OFDOCUMENT**Reviewed**October 2015  |
| DEPARTMENT OF SPORT AND RECREATION |  | CLASSIFICATIONLevel 2 | OFFICE No.5GRD201T |
| DIVISION | Strategic Policy & Regional Services |  | TITLE | Graduate Project Officer |
| BRANCH | Regional Services  |  |  |  |
| SECTION | South West |  | CONDITIONS OF EMPLOYMENT This is a hosted position at DSR for a 12 month fixed term |

**SECTION 2 - REPORTING RELATIONSHIPS**

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| TitleClassification  | Manager Regional Services LEVEL 8 |  |  |
|  |  |  |  |
|  | Responsible to |  |  |
|  |  |  |  |
|  | Regional Manager Peel/South WestLEVEL 7 |  | Other offices reporting directly to this office.Title & Classification: |
|  |  |  | Regional Officer – Level 4Regional Admin Officer – Level 2 |
|   | Responsible to |  |  |
|  |  |  |  |
|  | **THIS OFFICE** |  |  |

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|  | Offices under direct responsibility |  |
| TitleNIL | Classification | Number of FTE’s Supervised and controlled:NIL |

**SECTION 3 - KEY RESPONSIBILITIES**

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

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| To contribute to the development and support of a range of initiatives and programs that build the capacity of organisations and people, resulting in increased participation in sport and recreation by Western Australians. |

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| ClassificationAssessment |  |  |  |  |  |  |  |  |  |  |  |

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| SECTION 4 - STATEMENT OF DUTIES | EFFECTIVE DATE OFDOCUMENT**Reviewed**October 2015 |
| TITLEGraduate Project Officer | CLASSIFICATIONLevel 2 | OFFICE No.5GRD201T |
| BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE. |
| Duty No. | Details | Freq | % |
| **1.0**1.11.21.3 **2.0**2.12.22.3**3.0**3.1 | POSITION CONTEXT STATEMENTThe Graduate will work across two portfolios being recreation and regional services – as part of the Strategic Policy and Regional Services Division. The nature of these projects will be varied across these portfolios as far as possible and will embrace key work areas including:* Regional services
* Recreation;
* Participation;
* Learning and Development
* Professional development
* Governance
* Grants management
* Planning
* Innovation and best practice
* Club development and volunteers
* Event organisation
* Policy development/review
* Sport 4 All

The Graduate will receive on the job training with DSR staff. Formal training will be provided when and if appropriate. An ‘in house’ mentor will be assigned to the Graduate.REGIONAL SERVICEAssists with the delivery of sport and recreation programs and services for the department in the Peel-South West Region. Engages with sport and recreation stakeholders to assist in building the capacity of people and organisations and to increase participation in sport and recreation across the region.Supports projects involving other regions across the State as required.**RECREATION**Assists with the delivery of programs and services specific to the active recreation sector.Assists with the development and delivery of active recreation programs and promotion of events.Provides assistance in the assessment of funding applications.**OTHER**Other duties as required. |  |  |

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

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| **SECTION 5 - SELECTION CRITERIA** | EFFECTIVE DATE OFDOCUMENT**Reviewed**October 2015 |
| TITLEGraduate Project Officer | CLASSIFICATIONLevel 2 | OFFICE No.5GRD201T |
| EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE |
| **ESSENTIAL**1. Sound communication skills, including:
	* Oral communication and presentation skills.
	* Written communication and report writing.
2. Effective skills in establishing positive relationships with work colleagues and other people, and in working as part of a team.
3. Ability to arrange, schedule and provide for tasks, projects and other activities to be completed successfully.
4. Ability to investigate current and past practices and incorporate them in mapping out innovative and creative future directions.
5. Relevant degree e.g. Sports Management, Business Management, Event, Sport and Recreation Management, Human Movement, Sports Science; Leisure Sciences, Town Planning, Built Environment, Commerce .

**DESIRABLE**1. Evidence of practical experience in the sport and recreation industry, such as work experience, university practicum or volunteer work.
2. Understanding and demonstrated knowledge of issues relating to successful development of sport and recreation organisations.
3. Knowledge of Western Australia and national sport and recreation sectors, and the issues and trends affecting them.
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| SECTION 6 - APPOINTMENT FACTORS | EFFECTIVE DATE OFDOCUMENT**Reviewed**October 2015 |
| TITLEGraduate Project Officer | CLASSIFICATIONLevel 2 | OFFICE No.5GRD201T |
| LOCATION AND ACCOMMODATIONState 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 Bunbury Post Office.N/A |
| ALLOWANCES/SPECIAL CONDITIONSState Allowances and conditions applicable | Consent for DSR to conduct an online police check will be required prior to commencement of employment, as per **DSR Employment Suitability Check Policy.**Should a project require, a Working with Children Card (WWC) will also be sought. |
| SPECIALISED EQUIPMENT OPERATEDSpecify type of equipment, make and model, operated. | * A Class driver’s licence
* Competence in commonly used personal computing applications, particularly spreadsheet and word processing applications.
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**SECTION 7 - CERTIFICATION**

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

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|  | **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.

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| NAME | SIGNATURE | DATE APPOINTED | DATE |
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