DEPARTMENT OF SPORT AND RECREATION

**JOB DESCRIPTION FORM**

2014/92

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| **SECTION 1 - OFFICE IDENTIFICATION** | | | | | EFFECTIVE DATE OF  DOCUMENT Revised January 2017 |
| DEPARTMENT OF SPORT AND RECREATION | |  | CLASSIFICATION  Level 7 | | OFFICE No.  4IDB701P  4IDB702P  4IDB703P |
| DIVISION | INDUSTRY DEVELOPMENT AND PARTICIPATION |  | TITLE | Senior Consultant | |
| BRANCH | INDUSTRY DEVELOPMENT |  |  |  | |
| SECTION |  |  | CONDITIONS OF EMPLOYMENT Public Service Award 1992 and relevant Agreement | | |

**SECTION 2 - REPORTING RELATIONSHIPS**

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| Title  Classification | DIRECTOR INDUSTRY DEVELOPMENT AND PARTICIPATION  CLASS 1 |  |  |
|  |  |  |  |
|  | Responsible to |  |  |
| Title  Classification | MANAGER INDUSTRY DEVELOPMENT  LEVEL 8 |  | Other offices reporting directly to this office.  Title & Classification: |
|  |  |  |  |
|  | Responsible To |  | Senior Consultant – Level 7 (X2)  Team Leader Organisational Development – Level 6  Coordinator Talent Development – Level 6  Executive Officer Combat Sports Commission – Level 6 |
|  |  |  | Consultant L5 |
|  | **THIS OFFICE** |  | Client Support Officer L4 |

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|  | The Consultant may be required to manage the day to day workload of: |  |
| Title | Classification | Number of FTE’s Supervised and controlled: |
| Consultant | L5 | 0.5 |
|  | or |  |
| Client Support Officer | L4 | 1 |

**SECTION 3 - KEY RESPONSIBILITIES**

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

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| To strategically engage with and build capacity within key not-for-profit organisations servicing the sport and recreation industry in Western Australia. |

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| Classification  Assessment |  |  |  |  |  |  |  |  |  |  |  |

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| **SECTION 4 - STATEMENT OF DUTIES** | | | EFFECTIVE DATE OF  DOCUMENT Revised January 2017 | | |
| TITLE  **Senior Consultant** | | CLASSIFICATION  Level 7 | OFFICE No.  4IDB701P  4IDB702P  4IDB703P | | |
| BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE. | | | | | |
| Duty No. | Details | | | Freq. | % |
| **1.0**  1.1  1.2  1.3  1.4  **2.0**  2.1  2.2  2.3  2.4  **3.0**  3.1  3.2  3.3  3.4 | **CONSULTATION and CLIENT SERVICES**  Identify and implement relevant, contemporary and innovative methods with which DSR can assist sport and active recreation organisations in achieving long-term sustainability.  Provide advice and support to large sport and active recreation bodies with an emphasis on relevant governance, planning, membership / participation, financial, legislation, regional servicing, regulations, risk management and employment matters, etc.  Assist sport and active recreation organisations in the clarification and resolution of complex organisation problems specific to their activities in the industry. Liaise with sport and recreation organisations, community groups, government agencies and local governments regarding the implementation of State Government sport and recreation policies, programs and initiatives**.** **LEADERSHIP and MANAGEMENT**  Mentor Departmental staff across the division with the necessary tools to undertake the ‘client support’ role more effectively and ensures progress toward improved leadership by DSR and access by sport and active recreation organisations to DSR resources.  Provide leadership to and is recognised as an authority and expert by strategic partners including Government departments, local government and community groups on issues facing the industry.  Ensure a consistency of support is provided by DSR to key clients in the sport and recreation industry.  Liaises with other key stakeholders in the Australian sport and recreation industry (e.g. Australian Sports Commission) and ensures alignment of support to the national system.  **POLICY PLANNING and DEVELOPMENT**  Provides feedback to relevant DSR staff regarding potential issues and areas of opportunity for Sport and Recreation organisations.  Participates in and where relevant leads, cross Department policy and project development teams in the Department’s relationships and leadership within the Sport and Recreation industry.  Leads the development of grant process with clients that best facilitate Department clients achieving key outcomes for the sport and recreation industry.  Represents the Department on working parties and committees as required. | | | D  W  D | 70  15  15 |

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 OF  DOCUMENT Revised January 2017 |
| TITLE  **Senior Consultant** | CLASSIFICATION  Level 7 | OFFICE No.  4IDB701P  4IDB702P  4IDB703P |
| EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE | | |
| **ESSENTIAL**   1. Demonstrated knowledge of and experience in the role of a consultant in leveraging change within client organisations. 2. Demonstrated highly developed communication, presentation and consultative skills and the ability to develop strong relationships with key internal and external stakeholders. 3. Demonstrated experience in showing leadership in the development and implementation of strategy and programs to achieve business goals. 4. Demonstrated outcomes of proven project management skills and experience. 5. Demonstrated outcomes of proven negotiation, facilitation and problem solving skills and experience. 6. Substantial working knowledge of the sport and recreation industry within Western Australia. | | |

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| **SECTION 6 - APPOINTMENT FACTORS** | | | EFFECTIVE DATE OF DOCUMENTRevised January 2017 |
| TITLE  **Senior Consultant** | CLASSIFICATION  Level 7 | | OFFICE No.  4IDB701P  4IDB702P  4IDB703P |
| 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 | Perth, WA  N/A | |
| ALLOWANCES/SPECIAL CONDITIONS  State Allowances and conditions applicable | Some out of hours work may be required.  Consent for DSR to conduct an online police check will be required prior to commencement of employment, as per **DSR Employment Suitability Check Policy.** | | |
| SPECIALISED EQUIPMENT OPERATED  Specify type of equipment, make and model, operated. | • 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.

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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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