DEPARTMENT OF SPORT AND RECREATION

JOB DESCRIPTION FORM

2004/0679

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| SECTION 1 - OFFICE IDENTIFICATION | | | | | EFFECTIVE DATE OF  DOCUMENT  June 2017 |
| DEPARTMENT OF SPORT AND RECREATION | |  | CLASSIFICATION  Level 2 | | OFFICE No.  5RMWT21P |
| DIVISION | STRATEGIC POLICY AND REGIONAL SERVICES |  | TITLE | Regional Administration Officer | |
| BRANCH | REGIONS |  |  |  | |
| SECTION |  |  | CONDITIONS OF EMPLOYMENT  Public Service Award 1992 and relevant Agreement. | | |

**SECTION 2 - REPORTING RELATIONSHIPS**

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| Title  Classification | MANAGER STRATEGIC POLICY AND REGIONAL SERVICES  LEVEL 8 |  |  |
|  |  |  |  |
|  | Responsible to |  |  |
|  |  |  |  |
| Title  Classification | MANAGER  LEVEL 6 |  | Other offices reporting directly to this office.  Title & Classification: |
|  |  |  | Regional Officer – Level 4 |
|  | Responsible to |  |  |
|  |  |  |  |
|  | **THIS OFFICE** |  |  |

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

**SECTION 3 - KEY RESPONSIBILITIES**

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

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| Responds to public enquiries regarding the Department’s planning and service delivery in the Midwest region.  Provides administrative support and assists with the day-to-day operations of the Midwest Office.  Undertakes basic project work. |

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

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| SECTION 4 - STATEMENT OF DUTIES | | | EFFECTIVE DATE OF  DOCUMENT  June 2017 | | |
| TITLE  Regional Administration Officer | | CLASSIFICATION  Level 2 | OFFICE No.  5RMWT21P | | |
| 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  **2.0**  2.1  2.2  2.3  2.4  2.5  **3.0**  4.1  **4.0**  5.1 | **CUSTOMER FOCUS**  Responds to public enquiries regarding the Department’s planning and service delivery in the Mid West/Gascoyne region.  Provides positive and responsive assistance to the public, other Government departments, local government and community groups in the absence of the Manager and Regional Officer.  Provides front of house support for sports house tenants and coordinates bookings of Sports house meeting rooms and other shared assets.  ADMINISTRATION  Provides administrative support and assists with the day-to-day operations of the Mid West/Gascoyne region Offices.  Attends to routine office correspondence.  Maintains the office filing system.  Processes all office accounts and maintains appropriate financial records.  Processes all Mid West region grant applications.  **PROJECT WORK**  Undertakes basic project work on sport and recreation planning and service delivery issues as appropriate.  **OTHER DUTIES**  Other duties as directed. | | |  | **35%**  **40%**  **20%**  **5%** |

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  June 2017 |
| TITLE Regional Administration Officer | CLASSIFICATION  Level 2 | OFFICE NO.  5RMWT21P |
| EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE | | |
| **ESSENTIAL**   1. Strong customer service and communication/interpersonal skills for dealing with general enquiries from the public and other government departments, local government or community groups. 2. Well developed organisational and time management skills and experience. 3. Ability to work in a team environment with minimal supervision. 4. Demonstrated outcomes of the ability to use initiative to resolve issues / problems. 5. Demonstrated experience in office procedures and management information systems (including financial and client information systems). | | |

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| SECTION 6 - APPOINTMENT FACTORS | | | EFFECTIVE DATE OF  DOCUMENT  June 2017 |
| TITLE  Regional Administration Officer | CLASSIFICATION  Level 2 | | OFFICE No.  5RMWT21P |
| 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 Geraldton Post Office.  N/A | |
| ALLOWANCES/SPECIAL CONDITIONS  State Allowances and conditions applicable | Some travel away from home base may be required  **A current National Police Certificate will be required prior to commencement of employment, as per DSR Police 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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