DEPARTMENT OF SPORT AND RECREATION

JOB DESCRIPTION FORM

2004/0679

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

**SECTION 2 - REPORTING RELATIONSHIPS**

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| TitleClassification | MANAGER STRATEGIC POLICY AND REGIONAL SERVICESLEVEL 8 |  |  |
|  |  |  |  |
|  | Responsible to |  |  |
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| TitleClassification | MANAGERLEVEL 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 |  |
| TitleNIL | 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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| ClassificationAssessment |  |  |  |  |  |  |  |  |  |  |  |

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| SECTION 4 - STATEMENT OF DUTIES | EFFECTIVE DATE OFDOCUMENTJune 2017 |
| TITLERegional Administration Officer | CLASSIFICATIONLevel 2 | OFFICE No.5RMWT21P |
| 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**2.12.22.32.42.5 **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.ADMINISTRATIONProvides 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 OFDOCUMENTJune 2017 |
| TITLERegional Administration Officer | CLASSIFICATIONLevel 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 OFDOCUMENTJune 2017 |
| TITLERegional Administration Officer | CLASSIFICATIONLevel 2 | OFFICE No.5RMWT21P |
| LOCATION AND ACCOMMODATIONState location of the position. If accommodation is available give details such as departmental/G.E.H.A., free/rental, etc. | LOCATIONACCOMMODATION | The occupant of this position is required to reside within the region and within 50kms of the Geraldton Post Office.N/A |
| ALLOWANCES/SPECIAL CONDITIONSState 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 OPERATEDSpecify 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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