DEPARTMENT OF LOCAL GOVERNMENT,

SPORT AND CULTURAL INDUSTRIES

**JOB DESCRIPTION FORM**

2004/0671

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| SECTION 1 - OFFICE IDENTIFICATION | | | | | EFFECTIVE DATE OF  DOCUMENT  July 2017 |
| SPORT AND RECREATION | |  | CLASSIFICATION  Level 2 | | OFFICE No.  4RKIM21P |
| DIVISION | STRATEGIC POLICY AND REGIONAL SERVICES |  | TITLE | Regional Administration Officer, Kimberley  0.8 FTE | |
| BRANCH | REGIONS |  |  |  | |
| SECTION |  |  | CONDITIONS OF EMPLOYMENT  Public Service General Agreement 2011 and Public Service Award 1992 | | |

**SECTION 2 - REPORTING RELATIONSHIPS**

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| Title  Classification | MANAGER REGIONAL SERVICES  LEVEL 8 |  |  |
|  |  |  |  |
|  | Responsible to |  |  |
|  |  |  |  |
| Title  Classification | MANAGER  LEVEL 6 |  | Other offices reporting directly to this office.  Title & Classification: |
|  |  |  | Regional Officer, Kimberley L4 |
|  | Responsible to |  |  |
|  |  |  |  |
|  | **THIS OFFICE** |  |  |

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|  | Offices under direct responsibility |  |
| Title | 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 program and service delivery in the Kimberley region.  Manages the day to day requirements of the Kimberley office and provides administrative support. Assists with the planning and organisation of projects and events as required by the Regional Manager. |

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

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| SECTION 4 - STATEMENT OF DUTIES | | | EFFECTIVE DATE OF  DOCUMENT  July 2017 | | |
| TITLE  Regional Administration Officer, Kimberley | | CLASSIFICATION  Level 2 | OFFICE No.  4RKIM21P | | |
| BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE. | | | | | |
| Duty No. | Details | | | Freq | % |
| **1.0**  1.1  **2.0**  2.1  2.2  2.3  2.4  2.5  **3.0**  3.1  **4.0**  4.1 | **CUSTOMER FOCUS**  Responds to enquiries from the public, other Government departments, local government and community groups in a positive and timely manner regarding the Department’s program and service delivery in the Kimberley region.  ADMINISTRATION  Manages the day to day administration requirements of the Kimberley Office and provides remote administration support as required.  Attends to routine office processes and procedures to support the Regional Manager.  Maintains the records management system for the Kimberley office.  Processes all office accounts and maintains appropriate financial records and processes.  Provides grant administration support to the Regional Manager and Regional Officer.  **PROJECT WORK**  Assists with the planning and organisation of projects and events as required by the Regional Manager.  **OTHER DUTIES**  Other duties as directed. | | |  | 25%  50%  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 Revised July 2017 |
| TITLE  Regional Administration Officer | CLASSIFICATION  Level 2 | OFFICE NO.  4RKIM21P |
| 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, other government departments, local government and 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 in the ability to use initiative to resolve issues / problems. 5. Demonstrated experience in office management procedures. 6. Demonstrated experience in financial management processes and procedures.   **DESIRABLE**   1. Demonstrated understanding of contemporary issues in community sport and recreation. 2. Experience working in an administrative role within a Government context 3. Experience working with TRIM and TECH 1 or other comparable systems software 4. Experience in working with grant management systems software | | |

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| SECTION 6 - APPOINTMENT FACTORS | | | EFFECTIVE DATE OF  DOCUMENT Revised July 2017 |
| TITLE  Regional Administration Officer, Kimberley | CLASSIFICATION  Level 2 | | OFFICE No.  4RKIM21P |
| LOCATION AND ACCOMMODATION  Broome | LOCATION  ACCOMMODATION | The occupant of this position is required to reside within the region and within 50kms of the Broome 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 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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