

EFFECTIVE DATE OF
DOCUMENT
Reviewed
August 2017

SECTION 2 - REPORTING RELATIONSHIPS

Responsible toResponsible to

Other offices reporting directly to this office.

Title & Classification:

SECTION 3 - KEY RESPONSIBILITIES

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.

[illegible]

SECTION 4 - STATEMENT OF DUTIES

		EFFECTIVE DATE OF DOCUMENT Reviewed August 2017	
TITLE Graduate Project Officer		CLASSIFICATION Level 2	OFFICE No. 4GRD201T/4GRD202T
BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE.			
Duty No.	Details	Freq	%
1.0	POSITION CONTEXT STATEMENT The Graduate will work on a wide variety of projects over the tenure period. The nature of the projects will be varied as far as possible and will embrace key work areas across the Industry Development and Participation Division, including: <ul style="list-style-type: none"> • Participation • Learning and Development • Professional development • Governance • Grants management • Planning • Innovation and best practice • Club development and volunteers • Event organisation • Policy development/review • Integrity and safety • Special initiatives • Sport International • Kidsport • Inclusion The Graduate will receive on the job training with Sport and Recreation staff. Formal training will be provided when and if appropriate. An 'in house' mentor will be assigned to the Graduate.		
	ORGANISATIONAL DEVELOPMENT		
	1.1 Assists with the development of community based sport and recreation organisations including associations, clubs, and community groups through policy development, research, consultancy, reporting, and project work.		
	1.2 Assists with the preparation, development and dissemination of information on best practise in sport and recreation service provision.		
	1.3 Assist with the development and implementation of state-wide sport and recreation systems and programs in the areas of; learning and development, human resources, professional development, governance, volunteer management, coaches and officials, workforce development planning, consultancy and advising.		
	2.0 COMMUNITY PARTICIPATION		
	2.1 Supports the development of inclusive sport and recreation environments and community engagement initiatives. Assists the development and implementation of major and/or special participation initiatives.		
	3.0 OTHER		
	Other duties as required.		

SECTION 5 - SELECTION CRITERIA

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TITLE Graduate Project Officer	CLASSIFICATION Level 2	OFFICE No. 4GRD201T/4GRD202T
EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE		
ESSENTIAL <ol style="list-style-type: none"> Sound communication skills, including: <ul style="list-style-type: none"> Oral communication and presentation skills. Written communication and report writing. Effective skills in establishing positive relationships with work colleagues and other people, and in working as part of a team. Ability to arrange, schedule and provide for tasks, projects and other activities to be completed successfully. Relevant degree e.g. Sports Management, Business Management, Event, Sport and Recreation Management, Human Movement, Sports Science; Leisure Sciences, Health Promotions, Town Planning, built environment or similar. 		
DESIRABLE <ol style="list-style-type: none"> Evidence of practical experience in the sport or leisure industry, such as work experience, university practicum or volunteer work. Knowledge of Western Australia and national sport and recreation AND/OR Community sectors, and the issues and trends affecting them. 		

SECTION 6 - APPOINTMENT FACTORS

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TITLE Graduate Project Officer	CLASSIFICATION Level 2	OFFICE No. 4GRD201T/4GRD202T
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 Perth – however, may include some regional based projects. ACCOMMODATION N/A	
ALLOWANCES/SPECIAL CONDITIONS State Allowances and conditions applicable	Consent for Sport and Recreation to conduct an online police check will be required prior to commencement of employment, as per Sport and Recreation Employment Suitability Check Policy . Should a project require, a Working with Children Card (WWC) will also be sought.	
SPECIALISED EQUIPMENT OPERATED Specify type of equipment, make and model, operated.	<ul style="list-style-type: none"> • A Class driver's licence • Competence in commonly used personal computing applications, particularly spreadsheet and word processing 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.

BRANCH/DIVISION HEAD

CEO

SIGNATURE

SIGNATURE

DATE _____

DATE _____

- (ii) As occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

[illegible]